

VEILED routes to resources, in computers, and on the Internet, unVEILED!

Version: 1.00

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Published by

VICTORIA INSTITUTIONS

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in April 2014

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Foreword

This is a book on computers and Internet. There is no claim that this book is an essential one or that it does fill a void in the knowledge domain. Most of the things given in this book are not at all original ideas.

I have had the experience of working on computers and with the Internet for around 15 years now. Many persons would have more years of experience with computers and Internet. I had to get to do a lot of things without any formal qualifications or learning in computer science. In this regard also, most persons who have been avid users of computer and Internet would be of the same genre.

I happen to be a writer, among other things. Almost all my books are online, free for download and reading. They all have a commonality of ideas, in that they all deal with languages, language codes, codes of reality &c. The ideas mentioned in them are mostly original and not the rewriting of another person's ideas.

However, this book is different. The ideas are not original. Some are just copied from my varied experiences in dealing with computers, software and Internet. I cannot claim that what I have written in this book are all perfectly correct or without errors. I do not know if there are inaccuracies. For, this book is the writings of a person who has had no technical qualifications in the subject matter. So, it needs mention as a disclaimer that neither the publisher of this digital book M/s. VICTORIA INSTITUTIONS, nor I the author, can or will bear any responsibility for anything untoward that happens due to the use or misuse of this book, or due to the using or misusing of any ideas mentioned in this book. Any person can read and use this book with the **implied** acceptance of this *condition* mentioned in the previous sentence.

A lot of ideas are assembled in this book. It is for the reader/user of this book to use the ideas intelligently for his or her purpose and gain. Many links to websites that give more information has been inserted in this book.

This book is not free. It is free to download, share, read etc. However, there is a price for the information in this book. If the reader does find anything of value to him or her, then the book acquires a price. In which case, the **reader is morally obliged** to pay a minimum cost of One USD [1 \$] to the publisher. If the user feels obliged to pay more for the information, that can also be done. But not as an obligation. This money can be remitted to the publisher's bank account, or it can be send using the Payment Gateway facility placed on this WebPage. For more payment options, visit the PAYMENT Gateway Page.

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The language used in this book is ostensibly the **pristine English of erstwhile England**. However, since I did not get time, as yet, to do a proofreading of the text, spelling mistakes, grammatical errors and other such things can be expected.

A lot of web links can be seen in this digital book. Many of them are **affiliate links**. It means that if you do buy a product or service by using these links, at least some of the product or service sellers are expected to pay a percentage to the publisher of this book. This is known as affiliate marketing. Much information about this marketing methodology has been given in this chapter.

No endorsement about the product/service or seller is implied by the publisher of this book or by me. The buyer needs to verify the authenticity of the product/service/ claims of the seller.

An attempt to present the wide reach of the Internet can be seen.

Some of the product/service firms have given me the permission to use these links. Either directly, or through affiliate marketing companies. In the case of others, I have used **Viglinks**. This is a kind of affiliate marketing links which can be used by anyone by just taking an account at the Viglink Website. However, some kind of formal approval of purpose might be required from Viglinks.

This book will be continuously improved upon and updated. You can check on **VICTORIA INSTITUTIONS Website** or on archive.org for the updated versions.

If anyone wants to point out any error or omission, in this book, or present an opinion, they can comment on this page.

A lot of images have been used. I have no claims on any logos, textual matter quoted, or images of various software processes. They have been used here in the context of explaining the web or computer process. They all belong to the entities who own them.

VED from VICTORIA INSTITUTIONS

DEVERKOVIL

21st April 2014

CHAPTER 1

COMPUTER/S

Protecting Your Computer

Current Short Circuit

No Usage

Accidences

Restore Point

Operating System (Os)

Free Operating System

Installing Windows Operating System

Display

Drivers

Service Packs

Setting Up The Desktop

Display Settings

Inside The Control Panel

My Computer

Disk Partitions

Check For Errors

Defragment

Search

Computer Diagnosis

Different Users

Log Off/ Switch User

Program/Software Installation

Block Others From Using Your Program

Task Manager

Task Bar

Control Panel

Control Panel In Windows Xp

Accessibility

Add Hardware

Add Or Remove Program:

Automatic Updates

Bluetooth

Date And Time

Display

Folder Options

Hiding Folders

Fonts

Free Fonts From Google & Adobe

Google Fonts

Adobe Edge Web Fonts

Game Controllers

Internet Options

General Tab

Content Tab

Keyboard

Keyboard Tab

Mouse Tab

Switch Primary & Secondary Button

Pointers Tab

Pointer Options Tab

Wheel Tab

Network Connection

Power Options

Printers & Faxes

Regional And Language Options

Unicode Fonts

Security Centre

Sound & Audio Devices

Speech

System

Taskbar And Start Menu Properties

Taskbar Tab

Start Menu Tab

Right Click On Taskbar On Your Desktop

Language Bar

Links

Emptying Temp Folders

User Accounts

Windows Firewall

Files And Folders

Placing Files Inside A Folder

Files Properties

In General Tab

In Summery Tab

Deleting A File Or Folder

Data Loss, Data Recovery

CHAPTER 1

Computers

This write-up will deal only with common computers used by the layman. Workstations and Gaming computers are not discussed.

So, there are Desktop computers, Laptops, Notebooks and Netbooks to be discussed here.

Pictures of each one are given here. For pictures can at times, speak more than words.

Desktop

It may be noted that Laptops are not recommended to be placed on the lap. For, it might block the air passage to the interiors which is needed for cooling the system.

It may be noted that there is an entire range of different computers known as **Macintosh**. I have never used them. It is said that they are good for very high grade professional use. However, this book is aimed at the ordinary computer users, like the Desktop, and Laptops.

Moreover programs that are installable in these computers, in many cases, may not be installable in Macintosh computers. They might require a **Macintosh** version of those programs, which are readily available.

LAPTOP: It is seen mentioned that positioning a laptop on the lap can lead to certain health problems. Especially in men. It is said that it might lead to a lessening in Sperm Count.

It might be a good idea to buy computers from computer shops. However, if you have the inclination, they can be bought from online stores also. The reader can access Microsoft Stores by connecting to the Internet and clicking here.

BUYING OPTIONS

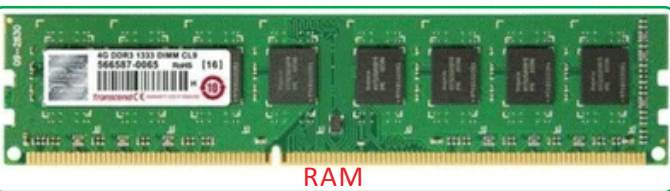
Microsoft Stores

Amazon

FlipCart

Netbook

When buying computers, seek out the configuration. HardDisk capacity, RAM, Screen width. HardDisk capacity is in GB (Gigabytes) and recently in Terabytes. It more or less means to the layman, the amount of data that can be kept in the computer hard disk. In recent times, computer HD capacity ranges from 80 GB to more than 1000 GBs.



RAM is currently mentioned in GBs. It currently ranges from 1 GB onwards. RAM means Rapid Access Memory. To the layman, it means the speed of the computer, when dealing with heavy programs. For most of the common current day programs, even one GB is enough. However, it might be wise to go for higher GBs.

PROTECTING YOUR COMPUTER

Current short circuit

It is my personal experience that many households and other places do have some minor issue of electrical **earthing** (a direct physical connection to the Earth). Even though some electricians may say that this is of no consequence, the fact is that if computers do show any minor current shock on it, it is in grave danger. It might lead to the **failure of** the Monitor, Hard disk, Mother board etc.

I had the experience of thunder-lightning destroying my Internet Modem (connected to the Broadband phone line), and at the same time, my laptop remaining unharmed, due to the presence of electrical connection breakers.

This can be very easily detected by placing the back of the little finger on to the metal parts of the CPU or of the Laptop, and on the Monitor, when the computer is charging from an electrical source. If there is a slightly tingling feeling, it can be confirmed by using a tester.

If this is there, I would recommend that the electrical connection be terminated, and some remedy found for this short circuit problem.

When I faced this problem, I overcame it fast by connecting a small copper wire from the computer/ plug-in point on the laptop to the ground below. If it was inside a house, when direct connection to the earth was not feasible, I placed the other end of the wire under the table legs and poured **some water at the point of contact**. It worked and the shock on the laptop immediately vanished. This is only a short-term easy way out. I can't claim that there is no better way out.

It needs to be mentioned that most **inexpensive Chinese-made compatible** (not the original that comes with the laptop) laptop adapters do create this electrical shock issue either immediately or after a few weeks of use. It might lead to laptop failure. If shock is detected on the computer, immediately use the measure mentioned above, if there is no other recourse. The best is to buy an original Laptop Charger.

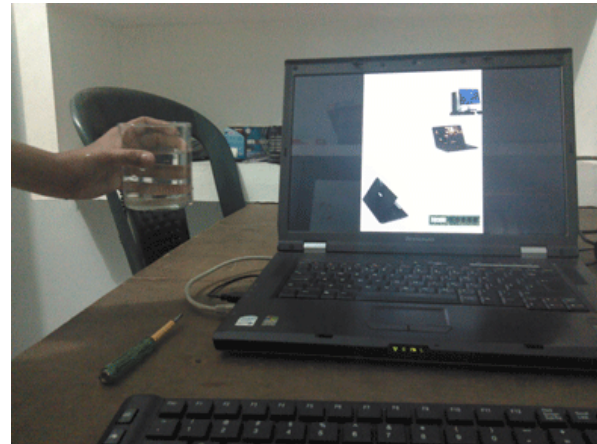


See the white wire that is connected to the adapter pin



See the other end of the white wire tucked under the table with a wet cotton cloth padding.

Another thing that can create working problem in computers is long periods of non-use. I have been told that this will create the formation of fungus in the circuits and thus create working problems. I am not sure if this information is true.



Accidences

1. Be careful when having water near your Laptop. Spilling of liquids on Laptop Keyboards might damage the Motherboard, which is immediately below the Keyboard. **Take care when you have both your laptop as well as your drink near you, or in your hand.**
2. Do not drop your CPU, Laptop, Hard Disk etc. Handle with care.
3. When transporting, see that they are packed in a very secure, immobilised manner.
4. When moving Laptops around, see that their edges do not hit on anything.
5. During a lightening, it might be good to DISCONNECT the Phone Internet Cable that connects your computer to the Landline Broadband connection. Also see that the Electrical connection in your room has proper fuse wire or Electrical tripper switches.
6. Keep the place dust free.
7. Do not keep anything on the Laptop lids.
8. Keep Laptop legs on some slightly elevated plane if there is not enough airflow below it.

RESTORE POINT

This is one method to protect your data from accidental loss. [Visit this page for more.](#)

OPERATING SYSTEM (OS)

This is a major collection of programs (clubbed into one) that runs the computer. Without this, the computer is a lifeless entity or brain.

Since I have used only Microsoft Operating Systems, I will speak briefly about them. I do not know much about other Operating Systems. However, it is Microsoft Operating Systems that is widely common.

The modern Microsoft Operating Systems commonly come under the name of Windows.

I have extensively used Windows XP. The next version, Windows Vista was generally known to have been a failure due to some deficiencies. However, the more recent Operating Systems are Windows 7 and Windows 8. I do feel quite comfortable with Window XP, when compared with Windows 7. Maybe it just the feeling of being at home with it.

If your computer's RAM is below 512 MB, it is possible that you can install only Windows XP. If it is 1GB and more, you can go for Windows 7 or Windows 8

SUPPORT for WINDOWS XP is ENDING on April 8, 2014

If you are using Windows XP Operating System, you need to install the upgrade from this link. For this to be installed in your computer, you need at least 20 GB Hard Disk space and 1 GB RAM.

It may be noted that [Windows Operating Systems](#) are not free. You need to buy it. However, many Linux versions are available for free download. Since I do not have experience with [Linux](#), I cannot say anything about them. However, I understand that many Microsoft programs would not work on Linux Operating Systems. For example, MSWord may not work. However, it is said that Linux versions of such programs are available. I do not know much about them.

Trial versions of Windows Operating Systems are also available. You can buy Windows 8 from [Microsoft STORE](#)

Support for Windows Vista Service Pack 1 (SP1) ended on July 12, 2011. To continue to get Support, make sure you've installed Windows Vista Service Pack 2 (SP2).

Support for Windows Vista without any service packs ended on April 13, 2010. To continue support, make sure you've installed Windows Vista SP2.

Support for Windows XP SP2 ended on July 13, 2010. To continue support, make sure you've installed Windows XP Service Pack 3 (SP3).

FREE OPERATING SYSTEM

I saw this website offering a FREE Operating System. I have not tried it out, however, for those who want to try a free Operating System, this might be worth a try.

Buy Windows

If you are using Windows, and if you can afford it, it is wise to buy the Operating System from Microsoft and use it. Then you get to connect to the huge levels of potential that lie hidden in Microsoft, including incredible DRM (**Digital Rights Management**) capabilities. This DRM is not limited to simply protecting copyright, and disabling copying, but to so many other features. See this [Page for More](#).

Installing Windows Operating System

Installing the Windows Operating System into the computer is easy. It can be done by placing the Operating System CD/DVD into the CD/DVD player, or by inserting the Operating system USB into the Laptop USB Port.

The instructions on how to proceed usually comes as an auto-play display the screen. All you have to do is to follow the instructions.

This much is for installing a new computer. However, this eventually is rare, for when buying a computer, the dealer will install the Operating System and give it to you.

There would be times when you would want to remove the Operating System and re-install the same again. This eventuality is usually when the computer is struck by some virus or malware which you feel is not being removed effectively by anti-virus solutions.

In certain other cases, it is the issue of the trial versions of some programs getting expired. If you reinstall the Operating System, in most cases the trial versions will work again. However, it is a cumbersome process to repeat this reinstalling of Operating System each time the trial version gets timed out.

If you want to know how to Install various types of Operating Systems, I think this website would be a good guide

When reinstalling the Operating System, you need to bear in mind that this reinstalling is in the C-Drive of the Hard Disk. Everything in the C-Drive will be wiped out. So, you need to check for files and folder that you have kept on the Desktop and in the My Documents/ Documents. If there are any files or folder that you have kept there, you need to copy them to other Drives like D, E, F etc. After you have done this only should you go ahead with the reinstallation.

During the reinstallation, for Windows XP, the computer would give you an option to restart the computer. If you do not do this and go ahead, reinstallation may not be done properly.

When the restarting takes place, the computer Screen might ask you to **Click on any Key** to boot from CD. In which case, you need to press on any one key on the Key board.

Display

After installation, you need to Right Click on the Desktop and then click on Properties. Here you can do certain display settings including the Screen Resolution as well as Theme, Background picture and Screen Saver timing.

All these things you can try out and find out which suits you best.

Drivers

Next you would need to install the various **Drivers**. The most commonly required are the **Audio Driver**, The **Bluetooth Driver** and the **Wireless LAN Driver**. If you do not have them with you in the CD or in some other place, they can be downloaded from the web. You can search them out by giving your computer brand details.

I am giving here the details in images of how the three of the above mentioned Drivers of Levnovo Laptop were installed.

A Google Search for : **lenovo driver**, brought me to **LENOVO's** Support Page

If you want a professional
Driver Finder Software,

In this location, I could Click on All, and choose for which component I required the Driver. Audio, BIOS, Bluetooth & Modem &c.

It looks quite easy. However, from the next step onwards, that is after downloading and installing the Driver, at times, one may run into problems. Especially in older machines. There can be various combinations of set ups and other component features that might not match.

So may be you might need a **Driver Finder**. I have not tried any of them. However, if you do not have the time to check each and every option, then this might be a viable option. Especially if you are doing professional computer service and maintainance work.

SERVICE PACKS

The next item is something called the **Service Packs** (SP). Many modern software wouldn't work in Windows XP. In which case, this issue can be solved by upgrading to SP3. Usually, Windows XP would be having a lesser version Service Pack. Before upgrading, check the System Requirements. See if your computer meets the requirements. However, in the case of installing higher versions of Windows, Service Packs also get installed automatically. In the case of Windows XP, you need to upgrade to meet many modern software specifications.

SETTING UP THE DESKTOP

Next you need to get the

My Computer/ Computer icon; **My Document**/ Document Icon; etc. on the Desktop (if you so desire). For this you need to Right Click on the Names and then click on Show on Desktop. See the images:

DISPLAY SETTINGS

You can set up the Desktop looks by Right Clicking on the Desktop. When you do that, in Windows XP you will get the option to Click on Properties. When you click on Properties, you get to see this. SEE **IMAGE3** on this page

Here you can change the **Theme**, Set a **Screen Saver** (a moving screen that will appear when the computer is idle) and other things.

In **Windows 7**, you will get this: SEE **IMAGE4** on this page

If you Click on Gadgets, you will get this: SEE **IMAGE5** on this page

You can do various settings in them. If you click on **Show details**, you will get to see more.

Puzzles can be quite interesting to play. Clicking on the Settings Icon, you can get more Puzzles **IMAGE6**

If you Click on Personalise, this is what will appear. This also is not there in Windows XP.

This is **Themes** **IMAGE 7**

Click on **Control Panel**, and you will get this: **IMAGE1**

You can change the way your Mouse behaves by Clicking **Change Mouse** **IMAGE2**

There is also an option to change your **Account Picture** **IMAGE3**

My Computer

Right CLICK on the My Computer/Computer icon in Windows XP. Then click on Properties. You will see this: **IMAGE1**

IMAGE2

Here you will see the various information about the Hardware of the computer.

By clicking on the various tabs, you can set many things. If you are using a **pirated version** of the Operating System, it might be unwise to turn **ON** the Automatic Updates. If you are using an Operating System which you have bought and has registered on the Microsoft website, or you intend to do so, it would be wise to turn on the Automatic Updates.

In WINDOWS 7,

If you **Right Click** on Computer,

You will get this. It is different from that of XP, but many features are actually the same. [**IMAGE3**]

Click on **Manage**, and you will see this: **IMAGE4**

Click on **Properties**, and you will see this: **IMAGE5**

In this, if you Click on **Device Manager**, you will see this: **IMAGE6**

In this, if you Click on **RemoteSetting**, you will see this: **IMAGE7**

System protection and **Advanced system settings** can be seen in the above Box.

Disk Partitions

Right Click on the My Computer/ Computer icon. Then Click Open. You will be able to see the various Drives on the computer. You will get to see certain details about them, like their total Space, Space remaining etc. [IMAGE1](#)

Right click on **C Drive**. [IMAGE2](#)

Then Click on Properties. You will see this: [IMAGE3](#)

Clicking on Disk Clean will remove unwanted files on your computer. [IMAGE4](#)

Click on the next TAB: Tools [IMAGES](#)

You can **check for errors** on the Drive by clicking on CHECK NOW.

You can click on **Defragment**. This will reduce the amounts of fragments in the disk. This will improve the computer performance.

CLICK on Previous Versions: [IMAGE6](#) PREVIOUS Versions can be used in case you have inadvertently DELETED any file. You might be able to get it back. THIS feature IS NOT there in Windows XP.

SEARCH

You can **SEARCH** for anything in the Computer from here. There are other ways also.

In Windows XP, the Search [CTRL F] will show like this

In Windows 7, the Search [CTRL F] will show like this

Computer Diagnosis

There is a way to have a complete diagnosis of your computer.

Start – Programs – Microsoft Office – Microsoft Office Tools –
Microsoft Office Diagnostics

A huge diagnostics result will be displayed, online.

IMAGE ONE **Microsoft Office Tools**

IMAGE TWO Microsoft Office Diagnostics

IMAGE THREE **Is Microsoft having any problems?**

Microsoft Office Diagnostics in Microsoft Office 2007 is a series of diagnostic tests that can help you to discover why your computer is crashing. The diagnostic tests can solve some problems directly and might identify ways that you can solve other problems. _
From MS website

If you require online expert technical help when facing computer problems, there is this site you can contact. It is personalised technical help over the phone.

Different Users

If you are the main user of the computer, you are the **Administrator**. If you wish to allow your computer to be used by others, it might be a good idea to create other USER accounts, like **Guest**, or even specific person name. Each of these can be made Password protected.

When you give a password for your Administrative account, the computer would ask you if you want to make your files **private**. In which case, you can make them private if you wish to do so.

Then other users will not be able to see the files and data in your **My Documents/ Documents folder**. However, bear in mind that other files and data in the other locations like D-drive etc. can be seen by other users.

When creating a Password, make sure to note it down somewhere, at least in your mind. If you lose your administrative password, it would be quite difficult to open your computer. You might need to reinstall your Operating System. In which case all the files and other data stored in the C-drive would be lost.

It may be noted that methods to by pass Administrative passwords. I have not checked any of them. [See this site](#)

When giving your computers to others to use, it might be prudent to ask them to log in through the Guest account. You need to set it up. Mind you, they will be able to access any file on your computer other than what you have made private on your My Documents/ Documents. You can **Hide files and Folders** in any location.

SEE these images of Creating a USER account and enabling Parental Control in that. Parental Control here means deciding what all programs, this USER can get access to or use.

IMAGE ONE
IMAGE TWO
IMAGE THREE
IMAGE FOUR
IMAGE FIVE
IMAGE SIX
IMAGE SEVEN

Log Off/ Switch user

If one person is giving the computer to another person, he can log off his account, and allow the other person to enter into his own account. In which case, the initial persons account is closed and all programs of his stop functioning. However, if he is just allowing a Switch User, the file and programs he was using/ running would remain as their are, open and functioning.

Program/Software installation

Now we come to program installation.

Usually it is very easy. In most cases, if you insert the program CD/DVD, it will auto run. You need to follow instructions. Some of the modern software require an Internet connection to get activated. Many others do not want Internet activation.

Trial version software will stop functioning after the allowed period. However, most of them can be reused if the C-Drive is formatted and the Operating System is reinstalled. However, it is a violation of the terms of Trial version use.

Other means of installing a software is through a USB or by downloading the software into the computer. Many of them would require an activation Code or activation through Internet.

BLOCK OTHERS from using your Program

You do not want anyone else to use a specific Program in your computer? [Try this software](#)

Task Manager

This is a very useful thing to control the computer. In Windows XP, you can open this by Clicking on **Ctrl**, **Alt** and **Del** together. See IMAGE Or Right Click on the Task Bar. Click on Task Manager on the Menu IMAGE

In Windows 7, the command is **Ctrl**, **Shift** and **Esc**

However, a better method would to **Right Click on the Taskbar** and get the Task Manager button

There is another method. That is to type **taskmgr.exe** in to the Run Command box.

However, in Windows 7, you wouldn't see Run. If you do need it, you have to go through **Control Panel** to **Appearance and Personalisation**. From there to **Taskbar and Start Menu**. From this, you need to Click Start Menu. Then Check the Run.

USES of the TASK MANAGER

One of the main uses I have found is to close down applications like MS Word files, Adobe PageMaker files, Adobe Acrobat files, Adobe Photoshop files, and even Web browsers when they appear to have gone stuck.

In Windows XP, In the Applications TAB you can see the open files. You need to Select them and Click **End Task** button at the bottom. However, some of the applications like the Chrome etc. will still be functioning even when the window is closed. You can see that in the Processes Menu. You need to Click on them and then Click **End Process**. It may be mentioned that closing some of the applications in this manner may lead to Computer to Shut down or to show some program instability for that **session**.

Windows XP

Windows 7

IMAGE 1

IMAGE 2

IMAGE 3

IMAGE 4

IMAGE 5

IMAGE 6

IMAGE 7

One reason to do this way of Program ending is when the computer seems to **have gone very slow**. That means that computer resources are being taken up by some program. All programs functioning in the computer can be seen in the **Processes** TAB. The amount of Computer resource taken by individual programs can be seen here. In some cases, the presence of some **viruses** active in the computer can also be seen in this manner. However, most viruses can hide themselves from here, and some others can even disallow the Task Manager from functioning.

In the **Performance** TAB, you can see the CPU usage and other connected Statistics.

If the computer stalls, goes Hung or is not shutting down, you can use the Task Manager. Use the **Shut Down** TAB to Shut down or to Restart.

However, in Windows 7, the process is slightly different. You get the Option to **Log Off** and also to **Disconnect** the Selected User

If your computer is an old one with [Windows XP](#), it may go slow when you use Gmail and certain other Internet sites. There is a technique to know which program is using the maximum computer resources. That is by activating the Task Manager. Click Ctrl, Shift and Del. Task Manager will open. If you need to close any program, you can do it in the Applications TAB. However, if you click on the Processes TAB, you will be able to see which program is taking up more resources, and close it accordingly. If you close certain processes, the computer may shut down. So test it out.

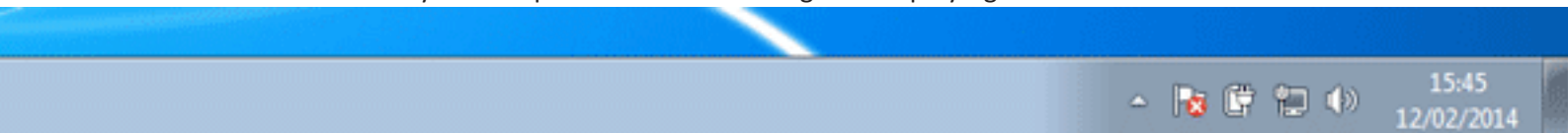
Opening Gmail in Windows XP computers with low RAM can drain computer resources. Even after closing Chrome, you would need to check in the Processes TAB of the Task Manager to see if Chrome is still working. If so, you would need to close it.

If the computer gets stuck or hung, you can use the Task Manager to close it or restart it. See picture:

Before doing this, save all your required files and documents.

TASK BAR

This is the Bar you see on the bottom of your Desktop. Desktop is the front screen of your computer which is working and displaying the contents.



Right Click and see the various things you can do on Task Bar

See what you will get in Windows XP.

If you Click on Properties, You will get the following in Windows 7.

CONTROL PANEL

Control Panel is the area from where you can control the various software components of the Computer. It should be noted that many features given in the Control Panel can be set up without going to the Control Panel. However, most controls are there in the Control Panel, which is like a Master control area.

This is how you reach Control Panel in **Windows XP**

This is how you reach Control Panel in **Windows 7**

In Windows XP, it comes in two views. **Category View** and **Classic View**. You can shift from one to the other by clicking the appropriate button: See these IMAGES.

I find the Classic View better for using.

Windows XP - 1

Windows XP - 2

Windows 7-1

Windows 7-2

Control Panel in Windows XP

Now let us look at the various Controls in the [Control Panel in Windows XP](#)

For Windows 7 [CLICK HERE](#)

Accessibility button is connected to hearing, vision, mobility etc. for those who some level of impairment in these regards. Some **Mouse settings** are also there. However, there is another **Mouse Settings Icon** in Control Panel.

Add Hardware is for installing software support for Hardware. In most cases, this will be done directly through the installation CD/DVD etc of the Hardware.

Add or Remove Program: This is usually used for removing any installed program. Simply select the program that you want to remove and click Remove. To make repairs on any programs, or to add or remove specific components in that program, Click **Change**.

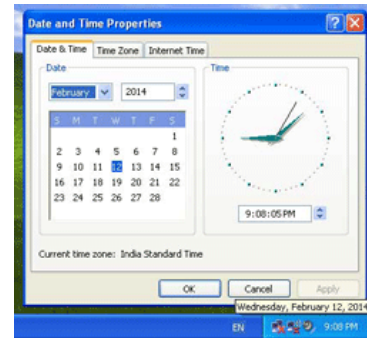
Automatic Updates: This is the area where you inform the computer whether you want it to automatically update the Operating Systems features. In computers using Original (bought) Operating System, it is good to allow automatic updating.

Bluetooth: Here you can set up features connected to Bluetooth. If you want your computer Bluetooth to be detected by other devices, you need to do the setting here.

Control Panel in Windows XP

Date and Time

Here you can make corrections to the time and also set your Time Zone. If you desire to allow the computer to automatically synchronise with an Internet time server, you can do that also. This synchronisation is possible only when the computer is connected to the Internet.



It may be noted that you can arrive at this setting area by simply Double Clicking on the time display on your computer.

Display

This is the Desk top view set up. You can arrive here by Right Clicking on your Desk top and the Clicking on Properties, also.

Folder Options

GENERAL

Change the looks of the folder content display

Change the window display

Opt between single click and double click to open anything, Disk, folder, file etc.

VIEW

In this location, there are two items you may note. One is **Hidden files and folders**. You can make Hidden files and folder visible and also invisible. This has some utility in dealing with emptying Temp (Temporary) folders, detecting certain viruses, and also in viewing folders and files which you have made invisible. It may be noted that all your files and folders outside of your My Documents/ Document can be seen by other users of the computer, who log in other User Names (unless you **Hide** them).

The Second item you can use in the **VIEW TAB** is the **Show Control Panel** in My Computer. If you activate this, you can access the Control Panel when you click My Computer.

Control Panel in Windows XP

Hiding FOLDERS

The common way to hide a file or a folder is to RightClick on its Icon, Click Properties, and then check **Hidden**.

However, Hidden folders/files can be made visible by activating [Show Hidden Files and Folders](#), in Folder Options, View Menu in Control Panel

Here it might be appropriate to mention something about hiding folders. There are software available for [LOCKING up FILES & FOLDERS](#). I have not used any of them. [CLICK HERE](#) to SEE one such software.

However, there are a **few other tricks** that I had used. They are all available online, posted by various persons.

CONNECT to the INTERNET & [CLICK HERE](#) to see many such tricks. However, they can fool only the novices. Persons who know the ways can very easily break through the technique. However, if no one knows that there are hidden folders, then they may not search for it. At least in the location where it is hidden.

Still, to get good quality hiding, you might need a professional software. **Try this one**

In Windows 7 Ultimate and higher versions, there is **Bit Locker** which can encrypt folders and files. More about it is [Give Here](#).

HIDDEN FOLDER/FILES might not be written

Caution with Writing a DVD/CD

When you are writing a Folder with a hidden file/folder into a CD/DVD, there is this thing to be careful of. I have found that certain DVD writers have the habit of removing Hidden files/folders from the Writing. This is a good thing in that hidden viruses &c. may find it difficult to cross this barrier. However, this function might disallow your Hidden files/folders also. [Take heed](#).

Control Panel in Windows XP

FONTS

There are two easy methods to install fonts in Windows XP. One is to simply copy the fonts from the Fonts folder and then paste them into the Font Folder in the Control Panel. This method will sometimes give problems, if there are a lot of fonts, especially in non-English language fonts.

The other method is to Open the Fonts in the Control Panel, **Click File** on top left and then Click **Install new fonts**. See ImageS:

In the drives, moves to the location of the Fonts, and then locate them on the Folders Tab on the left. The font list will appear in the **List of fonts**. Click **Select all**. See that the **Copy fonts to Fonts folder** is ticked. Then click OK.

Installing Fonts in **Windows 7** is also not much different. The major change would be the markedly different looks of the CONTROL PANEL

You need to Click on the **Appearances and Personalisation** Button in the CONTROL PANEL.

Then Click on Fonts.

Copy the Fonts from a Fonts location/Folder, and **Paste** it here.

The Second Method is to Open the Fonts Folder,

Select All the Fonts,

Right Click, and

Click **Install**.

FREE FONTS from Google and Adobe, and how to Install them

Here two different groups of Free Fonts are being mentioned. There might be others also.

1. One is the **Google Fonts**. Literally Hundreds. You can download them individually from here. SEE IMAGE

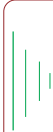
However, a better Method would be to **Install SkyFonts** software from HERE

You can literally download 100s of *free* Google Fonts from this. SEE the IMAGES

SkyFonts is a lightweight, patent-pending utility that allows you to effortlessly install desktop fonts and sync them on up to five of your devices

2. Adobe Edge Web Fonts

GAME CONTROLLERS



I have not used them. Can't say anything about them. However, interested persons may visit these sites

INTERNET OPTIONS:

General TAB:

You can set your Internet Home Page here. Please note that this setting of HomePage will be only for Internet Explorer. Google Chrome can override this setting if you set a different HomePage in Google Chrome.

You can clean the **Internet Cache Memory** here. It would remove all the copies of the website pages you have visited stored in your computer. Other things like **cookies**, saved **passwords**, **history** of your web use etc. can be removed from here. However, for browsers other than Internet Explorer, I think that there are other settings which may not be controlled from here.

If you do want to see that all your Internet Usage history should be deleted immediately after your usage, you can set that also here. For Google Chrome users, I have given a separate Chapter on how to deal with these issues.

CONTENT TAB:

The next item in INTERNET OPTIONS that I can speak about is the Contents TAB. Here you can do what may be mentioned as Parental Control. You can decide on what kind of website can open in your computer. It is a sort of filtering mechanism. Filtering can be done for:

Sites that intimidate, and frighten	Set bad example to children
Displays alcohol use	Display drug use
Display gambling	Display tobacco use
Display weapon use	Urges discrimination or harm
Use bad language	Show human nudity
Contain sexual contents	Contain user generated contents
Contain violence and violent contents	

You need to click on each item and adjust the slider at the bottom of the box.

In the next tab, that is **approved Sites**, you can individually define certain sites as fully approved or as never to be opened on your computer.

In the General tab, you can give these settings a **Password lock**. So that others cannot change it without your acquiescence.

There are professional Software that are aimed at blocking access to undesirable Sites. See this one.

KEYBOARD TAB

You can set up Keyboard properties, like Repeat delay, Repeat rate and Cursor blink rate.

MAIL TAB

This would more or less connect you to MICROSOFT OUTLOOK

MOUSE TAB



First item is the

Switch Primary and secondary button

If you select this, you can change the Left Click (ordinary) operations to what is Right Click (Special function) Operations. And make Right Click Operations into Left Click operations.

Turn on ClickLock

This is a very interesting thing of use to persons who have heavy editing work. Once this turned on, you can drag any item by just briefly pressing the mouse on the item and then dragging it without holding the mouse down. The need to keep the Mouse pressed down can be avoided.

When you click again, this lock is released and the mouse is free again.

Pointers TAB

Here you can change the Cursor pointer to various kinds, including that of animal pictures. See IMAGE. You can also set Pointer shadow. See IMAGE. However, I personally prefer the None option.

Pointer Options TAB

Many minor pointer options are available here

Wheel TAB

HERE you get to set up as to how much movement a single roll of the Mouse Wheel can effect. It is usually in number of lines. However, you can also set to move one whole Screen at one roll.

NETWORK CONNECTION

Here you get to see the Internet and other Network connections in your computer. You can Right Click on them to change their features. Or to set up a new connection.

It may be noted that different kinds of Internet Connection devices are available now. Most of them would have CD or USB based software to be set up, or it might be possible to do it through their service websites. In the case of land telephone based connection, you might need to have with you the [UserName-Password](#) that is set up by the telephone company.

If your Internet is not working due to no external reasons, it might be good to check if the connection is Disabled in this Network Connections area.



POWER OPTIONS

Here you can set up the optimum set up of battery for your specific Computer and for specific kind of usage. Other settings are shown here in the IMAGES.

PRINTERS & FAXES

This is for installing and defining Printers and Fax machines. However, it may be mentioned that these machines would have their own installing software which are given in CDs or in USB, or are downloadable from the Internet.

REGIONAL AND LANGUAGE OPTIONS

You can customise your language and other regional setting here. I have not used it and cannot say much about this part. However, I have noticed that some changes do happen in the typing when Continental European languages are used instead of English. For example, see the change in Tying font between English and Italian, for the same keys:

English: ! @ \$ % ^ & * () _ + < > : " { } ~ ?

Italian: ! " £ \$ % & / () = ? ^ ; : ç ° é * | _



Microsoft Office Language Pack for various languages might help you to customise Office in the language of your choice. You might be able to switch not only proofing tools, such as spell checker, dictionary and thesaurus, but also switch the entire application, including menus and help content, into the language of your choice.

In the **Languages TAB**, you can set up the **UNICODE fonts** for Asian languages and other complicated and tedious languages.


Tick: Install files for **complex script and right-to-left languages** (including Thai). After that click Apply. The program will initiate and ask you to insert the Original Operating System CD. YOU need to do it. Once the relevant files have been copied from the CD, the computer will ask permission to restart. You need to allow Restart.

After the computer has restarted, you will have to open the Control Panel again and then In the Language TAB, Click Details:

In the Install services area, Click Add button. In the box that appears, you choose from the Pull down menu, the language you want. And then click OK.

Once this done, the languages available in your computer would be seen in the **Language Bar**.

You need to choose the language you want when you want to type them. NOTE that the Asian languages would be in the **UNICODE** fonts. This is the type of fonts that can be used for posting Asian languages online (in sites where UNiCode is enabled). Most of the Indian languages may work without much problem. I am not very sure about the above statements, but I feel they might be right or *partially* right.

However, in one of the South Indian native languages fonts, there is the issue of **Chillaksharam**. It has been mentioned that these cannot be generally typed in Unicode. So the best way to resolve this problem is to copy and paste them from elsewhere. A notepad file containing these Chillaksharams and a few of their combinations are given as an embedded file here.  You can click on the Paper Clip to open the file. The font for this is AnjaliOldLipi. It may be observed that these fonts may split again if they are used in other applications like MS Word etc. However, online they may come back to normal again.

You can use the Technique mentioned HERE also for typing with **Chillaksharam**. There might be other techniques also. However, I do not know them.

I saw in their website that the new **ISM software** has Unicode features also. I do not know how it handles **Chillaksharam**

SECURITY CENTRE

It is better to allow automatic Updates if you computers runs on non-pirated Microsoft Operating System. Many computer protections are available in non-pirated, registered versions of Microsoft Operating Systems.

SOUND & AUDIO DEVICES

In this button, you can set audio properties, like volume, mute, in the Volume TAB.

In Sound TAB, you can decide the natural sound of the computer, like when it is opening, empty the Recycle bin etc.

SPEECH

Here you can decide the Speech voice properties of the computer. This is actually the so-called machine voice that is usually used in **TEXT to Audio** reading, in many software including that of Adobe Readers.

SYSTEM

Here you will find the Computer's complete technical and software details. You can also make some changes like that of **Virtual Memory** size (Advanced TAB), **System Restore** etc. This Computer Property Box can be seen by Right Clicking on My Computer/Computer and clicking on Properties.

TASKBAR and START MENU PROPERTIES

Taskbar TAB

Here you can do the following things shown in the IMAGE, including auto-hide the Taskbar. Taskbar is the band like stretch on the bottom area of the Desktop. See IMAGE

Start Menu TAB

Here you can choose between Classic view and ordinary view. Each can be further customised. IMAGE

You can

Lock the taskbar

Auto-hide the taskbar

Group similar taskbar buttons

Keep the taskbar on top of other windows

Show / hide the clock

Show Quick Launch

Hide inactive icons

Click on Customise

You can Hide the following icons also when inactive

Wireless Network Connection

Volume

Windows Security Alerts

Windows Task Manager

Safely Remove Hardware

On AC Power

Right Click on Taskbar on Your DESKTOP

You can set the following on the Taskbar

Links

Language bar

Desktop

Quick launch

Launch Task Manager

Links can be customised. In default condition, it moves to [Microsoft WebPage](#) when clicked.

Language Bar can be Customised by Right Clicking on it (or by moving through the Control panel to Regional Languages). Language bar has to be activated if you are using other languages other than English (using UNICode &c.). [Click here for more](#)

LINKS

When you click on Links, you see this:

Customise links by default goes to a Microsoft page. However you can customise it.

Free Hotmail goes to login page of live.com

Windows and **Windows Market place** leads you to Microsoft shopping pages

Web slice gallery goes to Personalize Your Internet Explorer Browser Gallery where Microsoft promises that you will get 100s of add-ons.

Windows Media leads you to Internet Radio

Most of the above items are directly seen in [Windows XP](#). In Windows 7, it is slightly different. That's all.

Emptying Temp folders

Here we will talk about how to empty the Temp and Temporary Internet Folders. The theme is connected to Folder Options in CONTROL PANEL [Windows XP]

You need to go to Control Panel, then open Folder options. In View TAB, Set **Show Hidden Files and Folders**.

Then open My Computer/ Computer. Open C-Drive. **Click:** Show the contents of this Folder.

Open **Documents and Settings**.

Open User Name.

Open Local Settings.

In Windows 7, the route to the Temp file folder is slightly different. Go through these [Images to see the path](#)

Temp folder contain temporary files which can accumulate over time. They can be space consuming. It would be good to delete these files periodically. If any particular file is working and there are some linked files in these folders, the deleting would stop at that file. Simply use ctrl Click to remove that file from the selection and continue the deletion. If you feel that some files are not to be removed, simply try moving them to a New folder or to the Recycle Bin and continue with the computer work. After restarting the computer, if no error message is coming, it may mean that those files are not required. If some error is showing, you might need to bring back those files.

You need to know that saving some particular type of files, in such programs as Adobe Acrobat etc. can at times create huge temporary files of many GB size. They can reduce the Free space in C-Drive. So, it is prudent to have a look at the Temp folders in this area as mentioned above, periodically.

USER ACCOUNTS

Here you can create **User accounts**, assign **Passwords**, **change** accounts and do connected things.

Assigning Administrative Rights to other Users

WINDOWS FIREWALL

Firewall helps in protecting your computer from unauthorised users by denying them access to your computer though the Internet or a network.

Here you can choose between activating Firewall and disabling it. Further you can create exceptions and such other connected features.

FILES AND FOLDERS

See File Folder. Please note that you can change the looks of the icon. This is by Right Clicking the icon, then Clicking on Properties and then Clicking Customise TAB. Then Click Change Icon.

Files are the basic unit in the computer for the user to store or find data. Files can text, audio, video or even a mixture of all of these and much more.

Folders are sort of boxes in which many files can be stored in for the purpose of stacking related files together. Other folders can also be placed inside a folder.

Placing files inside a folder

You can do it by Copying or Cutting it from the original location and Pasting it into the folder. Or you can simply drag it into the folder. Or if the file is open, you can save it using the **Save As** command (found in File Menu in most programs).

Folders can also be **copied or cut** and **Pasted** into other folders. They can also be **dragged** into other folders.

Files Properties

Right Click on a file icon.

Click on Properties

In General TAB,

You can make it **READ ONLY**, in which case other Users who log in through other User accounts would not be able to Delete it. You also would not be able to edit the file or write into it, without first removing the READ ONLY attribute.

You can make it **HIDDEN**. In which case, you can see it only if you go to Folder Options in Control Panel and tick Show Hidden files and Folders in View TAB. Other users who log in through their own User accounts will not be able to see this file.

So in effect, you can keep a file or folder as **Hidden**, and then have Hidden folders/files set to Show, in Folder Options in Control Panel. If you require other users of your computer to log in through another USER Account, then they wouldn't be able to see your folder/file. **Their accounts should not be given Administrative Rights.**

In Summery TAB,

You can add the following details which will move along with the file everywhere:

- Title
- Subject
- Author
- Category
- Keywords
- Comments

Deleting a file or folder

To delete a file, or a folder, all you have to do is to Select it and Press the Delete Key on the keyboard. Or you can Select the same and Right Click. You will see this IMAGE: Click Delete.

Even though you have deleted the file or folder, it will still be there in the Recycle Bin, which you can access through the Desktop.

If you want to get the file or folder back, you need to open the Recycle Bin, and then Selected the file or folder that you want and Right Click on it. And Click Restore.

When this is done, it will come back to the location from where it was deleted. However, if you do not remember the location from where it was deleted, then instead of Restore, you need to Cut the item out and Paste it any location in the computer you desire.

This simple manner of Delete function has the defect that **it is easily retrievable**. Anyone who has access to your computer can look into the Recycle Bin and get to know of the data you had deleted.

Try a Folder Lock Software
Trial
[Product details](#)

To **remove the file or folder completely from any User's view** would be like this: Select the item. Press Shift and then delete. When you do Shift-Delete, the item doesn't move to the Recycle Bin. It disappears.

Now, this much must be mentioned. When you delete an item completely, it does not actually get fully erased from the computer. What takes place is the link to the file is removed from view. The file is still in that exact location it was earlier. However, its location is no more secure. Meaning any other file can be stored in its exact location. When this happens, the file or data is truly lost from the computer.

So, it means that the deleted files can be retrieved using [Data Recovery Software](#). Sometimes it can even be got back using MSDos to open the data storage area.

It must be mentioned here that in Windows 7, Bit Locker can completely lock a Disk partition like the D-Drive &c. However, for individually keeping any folders locked, if need be try some professional folder lockers. Download one such Trial version from the previous page. I have not tried it. **You may read the product details also.**

It may be mentioned in passing that it might be dangerous to hand over your iPhone, iPad or iPod to others for safekeeping. Images and files you deleted can be retrieved by others using data retriever software. You might need to erase all such data permanently. This software claims to erase everything in your iPhone, iPad and iPod

Block USB Drives
CD Lock,Block Media &
Blu-ray Discs
Website Lock
Programs Lock
Devices Lock
Alarm Notification
Copy Protection
Data Leak Prevention

Data Loss, Data Recovery

This reaches us to the shores of Data Loss.

Physical injury to the Hard Disk can cause an inability to access the Data. Dropping of Hard Disk, Hammering on them, any kind of Physical impact, Electrical voltage issues, Water entering, Sudden Shut down without moving to proper route of shutting down, Earthing problem (meaning current shock felt on the computer) etc. can damage the computer and Hard Disk.

Data loss can also be due to inadvertent deleting of files and other data.

From PC, USB drive, external hard drive, mobile phone, digital camera, iPod, MP3/ MP4 player, and other storage media.

If water has entered, do not shake or heat the Hard Disk.

If the data is quite important or valuable, it might be prudent to get professional help.

There are software also that do claim to help data recovery. One sample link is to one such is given here.

[Data Recovery Software](#)
[Trial](#)
[Product Details](#)

CHAPTER 2

CDs, DVDs, VCDs, Blue Ray DVDs, USBs

Writing CDs and DVDs

- CD/DVD Writing without a software

- Bulk writing

- ISO IMAGE

- Bulk CD copying: TOWER CD DUPLICATOR

Non-Copy-able CDs/ DVDs

Labelling

- Screen Printing

USBs

- Password Protection/Securing CDs, DVDs, USBs

- Recovering Data from damaged CD/DVD/USBs &c.

- Locking your CD/DVD/USB

- A list of **Security** software

CHAPTER 2

CDs, DVDs, VCDs, Blue Ray DVDs, USBs

CDs, DVDs, VCDs, Blue Ray DVDs, USBs etc. are removable storage devices in Computers. CDs have comparatively low storage capacity, when compared to DVDs. VCDs are basically Video CDs or DVDs.

CD: Compact Disk

DVD: Digital Video Disk

VCD: Video CD

USB: Universal Serial Bus

QUOTE from Wikipedia:

A standard 120 mm, 700 MB **CD-ROM** can actually hold about 737 MB (703 MiB) of data with error correction (or 847 MB total). In comparison, a single-layer **DVD-ROM** can hold 4.7 GB of error-protected data, more than 6 CD-ROMs.

As to **Blue DVDs**, the storage capacity is 25 GB (single-layer), 50 GB (dual-layer) and 100/128 GB (BDXL)

It is said that a High Definition optical disc process that extends the disc capacity to ten layers, which increases the capacity of the discs to 250 GB has been developed. However, the major obstacle is that current read/write technology does not support the additional layers.

CDs, DVDs and VCDs can be inserted into the CD/DVD drives by opening the drives and inserting them. As to taking them out, you can either press the small Open button on the drive, or else go to My Computer/ Computer and Right Click on the CD/DVD Drive and Click on **EJECT**.

As Blue Rays become more popular, Blue Ray players will become common. [CLICK HERE](#) for more information.

It is seen written that DVDs are better than VCDs in terms of picture clarity. I should mention that I do not understand this statement. Now speaking about Blue Ray disc, they are said to be of [High Definition](#) (HD) quality.

Now, with regard to Writing Visual and Audio media into CDs and DVDs, they can either be written in the video/audio format or as Data. If written in Data format, they can be played only on Computers. Ordinary DVD players may not be able to play them. This is my understanding. I do not know if it is fully correct.

Writing CDs and DVDs

Now about writing CDs and DVDs. There are various DVD /CD Writers available.

[Visit Nero Website](#)

[Nero](#) is considered to be one of the most famous in this regard. And comes with a lot of features and capabilities, no doubt. However, there are many free DVD writers also available.

[IMGBurner](#)

Ashampoo Burning Studio

In case you want a Paid version, try this [Download TRIAL VERSION](#)

Product information:

CD/DVD Writing without a software

Insert your CD/DVD into the writer. Right click on what you want to write into the CD/DVD. Click **Send to** and **Click** on DVD/CD writer.

Then Open My Computer/ Computer and Right Click on the DVD/CD Drive and [Click Write these files](#). See [IMAGE](#)

Bulk writing

If Bulk writing of CDs/ DVDs is required, it is best to go in for **CD /DVD Writer Towers**. You need not buy one, for there are many businesses giving this service. This option is okay if you have only around less than 5 to 6 thousand CDs totally. If more than that is contemplated upon, then it is better to think of Bulk punching of ISO image of the data. I do not have personal experience in this. However, once in my business life, there was a very concerted discussion on this.



ISO IMAGE

I came across the term ISO image, when I want to punch a file into a couple of thousand CDs. I was told that the file had to be converted into an ISO image and then Digital Rights Management (DRM) features would be encoded into it. This ISO image would then be punched into CDs in bulk.

Now what is an ISO image? It is a sort of total copy of a file system. It can contain the full contents of a CD disc. There are software that can create ISO files and burn them into CDs or DVDs. I do not know more about this. You can read more on Wikipedia

Bulk CD copying: TOWER CD DUPLICATOR



For small quantities of CDs, the best way might be to use a Tower CD duplicator. If it not a regular work, you can depend on CD duplicating centres, which might be near your town. If you are doing it regularly, you might need to buy a Duplicator yourself. Again, if it is huge quantities, a viable method might be to depend upon CD punch duplicating services. They would also punch the CD label also on the CDs in multicolour.

In case you need to buy a Tower duplicator, there are many manufacturers of this. I found this website dealing with that. There might be others also. Please note that this might be available on Amazon also. [CLICK HERE](#)

However, if you are interested in buying a CD/DVD duplicator of capacity to do this work in thousands, then what you need is a **Robotic autoloader**

However, if you are interested in the production machinery of Optical Disc for CD, DVD and Blu-ray Disc it might be good to visit this website. I do not know much about them, but they are mentioned as being one of the market leaders in this regard.



I saw a claim of being able to produce Discs in which **data can be stored for a 1000 years**. If you interested, you can check it here. I cant say anything more about it.

Non-Copy-able CDs/ DVDs

I have had experience with a product known as Ultra softlock from a company located at Calicut, India. Their method was good for locking the product on to the CDs. And there is an auto-run also. The problem I found was the nuisance in having to use the CD every time a person wanted to see the files. In that, you can't get the file saved in the Computer. I understand that there are Internet-activated DRM ([Digital Rights Management](#)) solutions that are more apt.

There are many products that claim that their CD products are non-copy-able. At the same time, an online search reveals that there are software that can rip out non-copy-able data. I do not have any experience with them.

Labelling

When going in for bulk duplication of CDs, in the form of stamping, these stamping companies do usually have the facility to print the multicolour labels on to the CDs/DVDs. However if the production number is below 1000, one would have to depend on ordinary CD/DVD replicators. In that case, my experience is with Printing CD labels from a Multi-colour printing facility. Those who are doing this professionally do use a particular pre-cut sticker paper for printing the labels.

I had the experience with both those who are doing it regularly and those who do not. The latter simply printed the labels in an A3 Express art paper, and send the papers to a cutting service. Here they cut the labels using a mould. The quality of the cutting was quite low. Moreover the various bottlenecks that arose due to this unnecessary burden were also a disturbance.

However, in the printing place which was regularly doing CD label printing, I got the pre-cut stickers and there were no more hassles in this regard.

However, when it came to sticking the labels, there was a huge problem. Each time, we tried to stick it correctly, the labels would show some folding or some other fraying. It was only after I got correct instructions on how to do that the problem was resolved.

The way to do it correctly is to [hold stretched the two diagonal ends](#) of the label and paste the label on to the CD. After that middle part is stuck, simply move the fingers to both the free ends, wiping them down. The result was a perfect label.

Packing of individual CDs can be done in thin flexible plastic pouches or in plastic boxes. As to sending the former by post or courier, there are CD Envelopes available which have cushioning lining inside.

[Multicolour printed CD/DVD writing. I saw this site. Seems worth visiting](#)

Screen Printing: This is another method for printing labels on to the CDs/DVDs.

There are **CDs labelling machines** also available which print the labels on to the disk.

Pasting low-quality paper stickers on CDs/DVDs can be detrimental to the CD/DVD or to the data inside. If these CDs/DVDs are stacked on top of each other for long periods, the paper can get stuck on to the CDs/DVDs which are above. When buying such stickers, take care to see that they are made of quality paper. I have had experience with both.

USB

For a non-technical definition of a USB, it may be mentioned as an external data storage device. The main difference it has from CDs and DVDs can be seen from its very looks. Beyond that it doesn't need any player or writer. Data can simply be pulled into it and pulled out from it. However, the one problem with USBs is that it is not safe to put your USB into any computer that you want. For, if that computer is infected with Virus, it will very easily enter into the USB. When you use this USB in an un-infected computer, it will also get infected. The one way to avoid this is to use a security protection for the USB.



Password Protection/Securing CDs, DVDs, USBs:

It might be useful to protect all these data storage devices from others opening them up. In the case of USBs, this can protect Virus from entering them, when they are used in another computer. There are software available that can do this. **See this link.**

Recovering Data from damaged CD/DVD/USBs &c.

I am not sure how far this can be done. However, there are software meant for this purpose.

Locking your CD/DVD/USB

It might be a good idea to Password lock your CDs, DVDs, USBs etc. In the case of USBs, it might stop viruses from entering inside. There are software available for these purposes.

Trial version software

Product Detail

Trial version software

Product Detail

A group of software clubbed together listed here. For those who might need a number of safety/security/encryption/protection/hiding software, this might be a viable listing. Bulk buying. Buy as a bulk

1: File Lock Pro

Encrypt Folder/File; Hide File/Folder/Disk/CD Drive; Password Protect File/Folder/Disk/CD Drive; Write Protect File/Folder/Disk; Folder Monitor; Safe Delete File/Folder

2: USB Stick Encryption

Encrypt all USB Disk; Password Protect USB Disk; Prevent Virus Infections;

3: Secure Disc Creator

Create and Burn in One Application; Create a Portable, Secure Disc; Make encrypted ISO image file; Burn ISO image file to CD/DVD; Built-in a Virtual CD Drive

4: Full Disk Encryption

Automatically encrypts all files on the hard drive; Pre-Boot Authentication; Support USB Disk Encryption; Ultimate Security Standard;

5: USB Lock

Block USB Drives; CD Lock, Block Media & Blu-ray Discs; Website Lock; Programs Lock; Devices Lock; Alarm Notification

6: RAMDisk

Boost your system performance and increase its life is compatible with Windows.

7:Video Converter	An all-in-one Video converter tool for assisting you to convert videos/audios among all popular formats.
8:Screen Recorder	Record screen activities and sounds into video movie files.
9:Movie DVD to Video	Convert Movie from DVD to Video or Audio Files
10:Video Editor	Contains video/audio cutter,video/audio splitter and video/audio joiner in one program.
11:Movie DVD Backup	Backup your DVD movie to a ISO file,Provide Virtual Driver function
12:Movie DVD Creator	Burn Any Video Format to DVD Disc.
13:Audio Recorder Pro	Record sound from microphone, line-in, streaming audio from the Internet or music player.
14:Audio Converter	An all-in-one audio converter,cutter, joiner and CD extractor.
15:Slideshow Movie Creator	Combine photos into video with music and 2D/3D transition effects for sharing with friends.
16:Partition Master Pro	Resize/Move partitions to avoid data loss, like extending NTFS system partition without reboot to maximize PC performance.
17:Data Recovery Wizard	Recover deleted or lost files emptied from the Recycle Bin;File recovery after accidental format, even Windows reinstallation;Get back files after a partitioning error.
18:IP Blocker	Being an alternative of PeerGuardian, BeeThink IP Blocker bans 'bad' IP addresses and protects P2P users' computer from unauthorized searches instigated by private agencies and corporations.

CHAPTER 3

Bluetooth & WiFi

Bluetooth

Bluetooth Market Devices

Wi-fi

Wi-fi Direct

Wi-fi Marketing

Smart WiFi Server

Bluetooth and Wi-fi Marketing devices

White Space Technology

Remote Control via Bluetooth/Wi-fi

CHAPTER 3

Bluetooth & WiFi

Bluetooth is a wireless technology for exchanging data over short distances from fixed and mobile devices. It can connect several devices, overcoming problems of synchronisation. Because the devices use a radio (broadcast) communications system, they do not have to be in visual line of sight of each other.

Some of the uses it has with regard to computers are:



Wireless control of and communication between a mobile phone and a handsfree headset.

Wireless control of and communication between a mobile phone and a Bluetooth compatible car stereo system.

Wireless Bluetooth headset and Intercom.

Wireless networking between PCs in a confined space and where little bandwidth is required.

Wireless communication with PC input and output devices, the most common being the mouse, keyboard and printer.

Transfer files.

Sending small advertisements from Bluetooth-enabled advertising hoardings to other, discoverable, Bluetooth devices.

It may be noted that most modern computers do have Bluetooth installed. A Bluetooth driver has to be installed if the C-Drive is formatted and the Operating System reinstalled. If the Bluetooth hardware is not there, it needs to be bought and fixed.

However, the other option is to buy a Bluetooth USB.



A 'Keyword' can be used to secure the data being transmitted from being accessed by encroachers.

Bluetooth Market Devices

Bluetooth marketing devices with 200 meters range, which can concurrently connect with **many** other devices, are available now. There is usually no licence required for using Bluetooth marketing devices.

There are software also which can convert your Device Bluetooth into a Marketing Device

I saw this site selling a software which they claim can be used to convert your Bluetooth into a Marketing device.

They also have a special BlueTooth device which can give you a huge range.

Product Details

Download Trial

Buy the Software

Wi-fi



Wi-Fi is similar to Bluetooth in many ways. However, Wi-Fi is intended as a replacement for high speed cabling for general local area network access [wireless local area networks (WLAN)] in work areas.

To explain in very simple terms, Wi-fi need a centre point to which all device should be connected to access each other. It allows an electronic device to exchange data or connect to the internet wirelessly using radio waves.

At the same time, Bluetooth can connect directly between devices without any such centres (access point). Wi-Fi networks also have limited range. A typical wireless access point with a stock antenna might have a range of 35 m indoors and 100 m outdoors. Wi-Fi has fairly higher power consumption, relative to Bluetooth. On unencrypted Wi-Fi networks connecting devices can monitor and record data (including personal information).

For using Wi-fi on computers, there might be need for a Driver installation. It is downloadable from the computer company's website. Once this is done, there is usually a button on the computer to enable Wi-fi. Once this is done, Broadband Internet Modem can be connected without a cable connection to the modem.

Very high speed Wi-fi technology that can transfer HD movies in minutes have arrived. It will become common within a year or so. Moreover, Wi-fi that can literally detect and map people standing on the other side of a wall is in the offing.

Wi-fi Direct

This is the new development in Wi-fi technology. Wi-Fi Direct is a Wi-Fi standard that enables devices to connect easily with each other **without requiring a wireless access point** and to communicate at typical Wi-Fi speeds for everything from file transfer to Internet connectivity. Once this technology becomes common in computers, then Bluetooth may be on its way out in computers. SEE THIS

Wi-fi Marketing

Smart WiFi Server can allow around 50 mobile users view videos through the network simultaneously and allows around 200 concurrent WiFi connections for common advertising. Smart WiFi Server can be applied in shopping mall, bus, train, airport, banks, restaurant, hotel, bar, cafe, exhibition centre, stadium and so on.

Bluetooth and Wi-fi Marketing devices

Some companies have integrated both Bluetooth and WIFI Marketing, so they can be used to advertise to traditional bluetooth-enabled mobile phones via bluetooth marketing and at the same time advertise to Iphone, Blackberry, HTC and the other smart phones via WiFi marketing.

These Bluetooth and Wi-Fi marketing devices come with user-friendly Web-based software and Windows-based software that can remotely manage the marketing devices.

White Space Technology

In the context of wireless connectivity, it might be imperative to speak of this fast emerging technology. It is possible that within a brief period, this technology might overtake the current level of Internet technology.

It is high capacity wireless access using White Spaces technologies for private networks, commercial and consumers markets. This more or less is poised to allow the unlicensed operation of devices in the unused portions of the TV Broadcast Bands, known as Whites Spaces.

For more information on this, visit this site:

Remote Control via Bluetooth/Wi-fi

See this PC remote control application that lets you control applications such as Winamp, iTunes, Windows Media Player and PowerPoint with a Bluetooth or WiFi enabled mobile phone or infrared (IR) remote control. Other features include remote desktop, mouse pointer control, keyboard control, master volume adjust and remote PC shutdown. **At less than USD 5, it doesn't seem expensive**

Free and Full versions available

About MS Office

List of products

MS Word

Home Menu

Text attributes (Bold, Italics, Underline, Strikethrough, Colour, alignment &c.)

Find

Keyboard Shortcuts

Copy/Paste: Clipboard

Fonts

Paragraph

Spacing

Insert Menu

Table

Text to Table

Table to Text

Arrange alphabetically/Sorting

Picking out a Column from a list

Font setting inside column

Hyperlinks

Header/Footer: Page number

Text Box

WordArt

Page Layout Menu

Columns

Reference Menu and Mailing Menu

Review Menu

Spelling and Grammar

Thesaurus

Protect Document

Password Protection

View menu

Acrobat menu

Office Button

Properties

Inspect Document

Encrypt Document

Restrict Permission

Add a digital signature

WORD OPTIONS

Default Save location

MS Excel

Microsoft Outlook

Installing Outlook 2007

Incoming Mail (IMAP) Server

Outgoing Mail (SMTP) Server

SETTING up Outlook 2007 for your website email

Microsoft Access

Microsoft InfoPath

Microsoft Publisher

CHAPTER 4

MS Office

If you are intending to install MSOffice, let it be understood that currently there are many versions of MS Office currently in vogue . However, in this book, I will be discussing only MS Office 2007. Since I have used only the 2003 and 2007 versions, I cannot speak about the others.

MS office 2007 files may not open in MSoffice 2003. If you are using earlier versions of MS Office, then visit this [Microsoft page to get the updates](#).

MS office 2013 cannot be installed in Window XP. It is compatible only with Windows 7, Windows 8, and Mac OS X 10.6 or later.

For Ms Office 2013, this is the requirement mentioned on Microsoft website:

Operating system

Windows Server 2008 R2
Windows 7
Windows Server 2012
Windows 8

Memory

1 GB RAM (32-bit)
2 GB RAM (64-bit) recommended for graphics features, Outlook Instant Search, and certain advanced functionality.

BUY from MicroSoft
Store

Home and student edition costs the least. And the Home & Business edition costs higher. The Professional edition costs the highest.

However, one can buy the individual components alone.

At the same time, there is an option to buy the complete Office 365 Home Premium on an [annual subscription basis](#). Or on a Monthly auto-renewal. CONNECT to the InterNet and Click here to know more.

Beyond all that, Microsoft is giving MSOffice 2013 as a trial version for free. A method to continue this trial period for another five more months has been found mentioned on the Net. CONNECT to the InterNet and Click here for knowing more about that.

About MS Office

See the images given here with regard to how to install the various applications in the MS Office. The images show how to add or remove applications.

If you go through the custom route, you can install which you want. You need to click as show below. {[Move your Mouse over the image](#)}. Otherwise, you could go for the full application installation. If you want to save space, choose which all applications you want to use.

You can buy each component individually also. Try these links

1. Word2013
2. Excel 2013
3. Outlook 2013
4. OneNote 2013
5. PowerPoint 2013
6. Access 2013
7. Microsoft InfoPath
8. Publisher 2013
9. Microsoft Lync
10. Project Standard 2013
11. Visio Professional 2013

MS Word

[Now it is seen named as Word2013]

Home TAB

MS Word is the most common of word processing applications. It is used for typing text, and inserting many kinds of other inputs including images into a text layout.

You can **bold** a text by first selecting the Text and then clicking on **B**.

Italics can be done by first selecting the Text and then clicking on **I**.

Underlining can be done by first selecting the Text and then clicking on **U**.

Strikethrough can be done by first selecting the Text and then clicking on **abc**.

You can get a **subscript** like this a_2 by first selecting the Text and then clicking on **x₂**.

You can get a **superscript** like this a^2 by first selecting the Text and then clicking on **x²**.

You can change the case, that is change letters (to small letters, first letter capital, full capital, capital in the beginning of each word, or make the first letter in a sentence small letter) by first selecting the Text and then clicking on **Aa**.

You can click on the various other items to understand how to change

the font,

font size,

Increase font size

Decrease font size

Highlight TEXT

Change font colour —

—

Align Text to the Left

Align Text to the Centre

Align Text to the Right

Justify text (left and right sides of the paragraph are like a vertical wall)

Change line Spacing. (distance between lines can be changed)

Add **shades to the text**

Add borders to the text, horizontal lines, insert table etc.

Next **you see this**. Move your mouse over them and you can see the text arrangement changing in the file.

Now,

Find a word: Ctrl F

You can replace a word, or a letter or a symbol like a semicolon, by using the same command and clicking on the Replace Tab. See the image.

Note down these Keyboard Shortcuts:

Bold: Ctrl B

Italics: Ctrl I

Underline: Ctrl U

Select All Text: Ctrl A

Find: Ctrl F

Go to any page number: Ctrl G

Go back one step: Ctrl Z

For coping a text or an image, first **Select** that item, and then

Ctrl C

Cut out the text /image/ &c.: Ctrl X

Paste a text or image Ctrl V

When you are copying a number of items, and want to paste them selectively, you can use the **Clipboard**. See image: Click on the small arrow and see.

Fonts

Now see this image. [The font name **Calibri (Body)** is written at that location in the example image]

When you click on the small arrow, you would see this image:

The image is more or less self explaining.

However, if you click on the next Tab, Character Spacing, you would see this:

This part is good for changing the character spacing. See this text in varying scales.

See this text in varying scales. See this text in varying scales.

Then there is character expansion. See this same text in different expansions:

You can check with the other items and see what can be done to character positioning.

Paragraph Tab. See this image:

This is for arranging the size of the paragraphs and the mutual distances between them.

For indentation 2, 2

This is for arranging the size of the paragraphs . You can get to see the distance from the sides.

For indentation 1,1

This is for arranging the size of the paragraphs . You can get to see the distance from the sides.

For indentation 0,0

This is for arranging the size of the paragraphs . You can get to see the distance from the sides.

See the same line in the shape of a paragraph, in varying indentations.

Move your Mouse over the Blue Text/s

Now, for making **distances between the paragraphs**:

See these paragraphs:

Spacing: Before: 0, After 10

What is happening in England is the arrival of people from feudal languages. In these languages, all social activity and manners and even communication are arranged in an array of codes that start at the bottom from pejorative words to that of ennobling words at the top.

There is one powerful code of behavior, in feudal languages, of being very obsequious, obliging and willing to do anything for a person who is above. And to be very suppressing, oppressive and regimenting to the person at the bottom.

Spacing: Before: 0, After 6

What is happening in England is the arrival of people from feudal languages. In these languages, all social activity and manners and even communication are arranged in an array of codes that start at the bottom from pejorative words to that of ennobling words at the top.

There is one powerful code of behavior, in feudal languages, of being very obsequious, obliging and willing to do anything for a person who is above. And to be very suppressing, oppressive and regimenting to the person at the bottom.

Spacing: Before: 0, After 0

What is happening in England is the arrival of people from feudal languages. In these languages, all social activity and manners and even communication are arranged in an array of codes that start at the bottom from pejorative words to that of ennobling words at the top.

There is one powerful code of behavior, in feudal languages, of being very obsequious, obliging and willing to do anything for a person who is above. And to be very suppressing, oppressive and regimenting to the person at the bottom.

INSERT

Now, let us move the next Tab, that of Insert. See this image

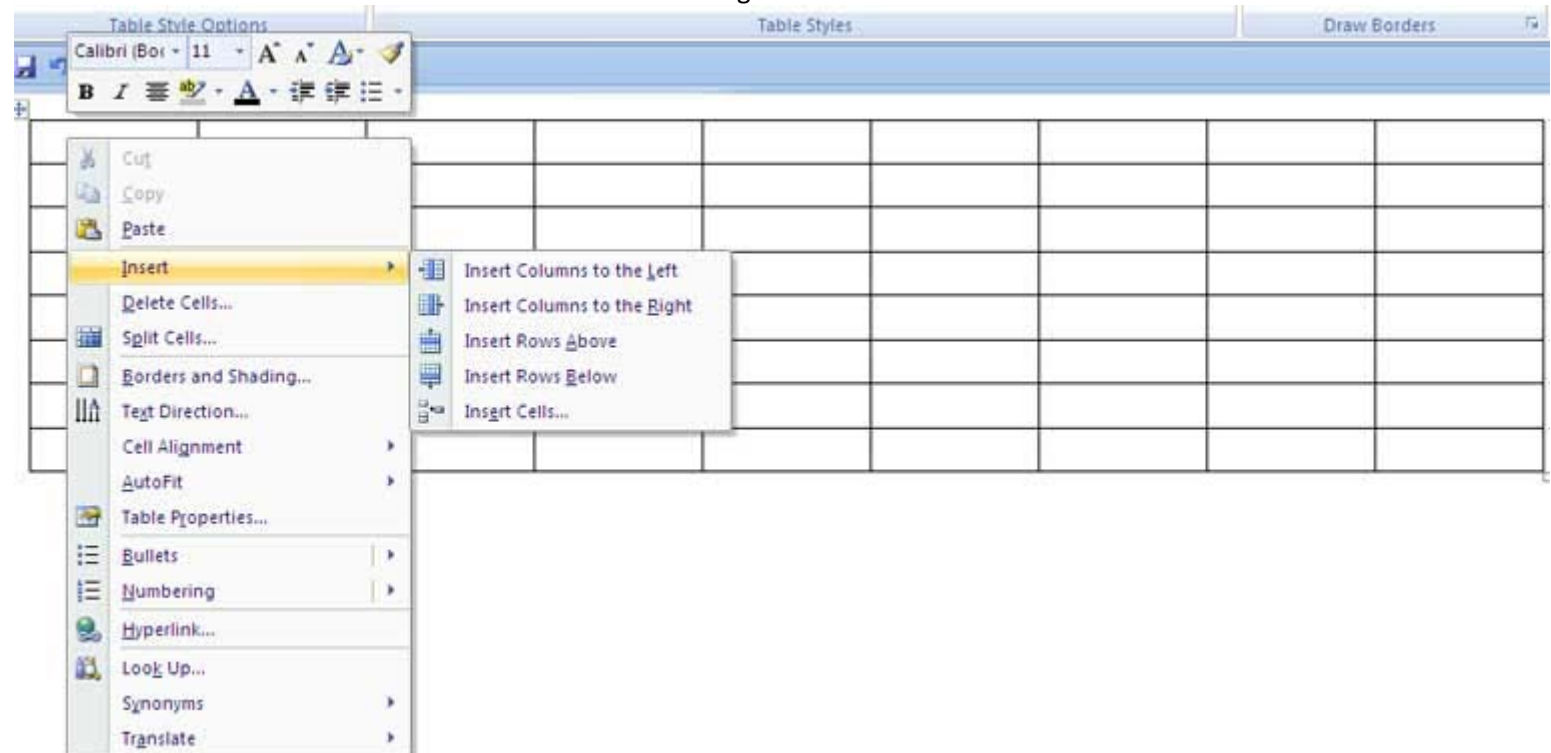


See the menu list, Table. Click on it, and you get this: See next image

The table will be drawn as you move your mouse across the Table Grid. Or you can use the **Draw Table** button.



Right Click inside the table to get to do various things including inserting columns and rows. See Image:



The illustrations are more or less self-explaining.

CONVERTING

TEXT to TABLE and TABLE to TEXT

First TEXT to TABLE

For converting any text to table, you need to Select that Text. Then Click on Table to get this box. In this click on Convert TEXT to TABLE.

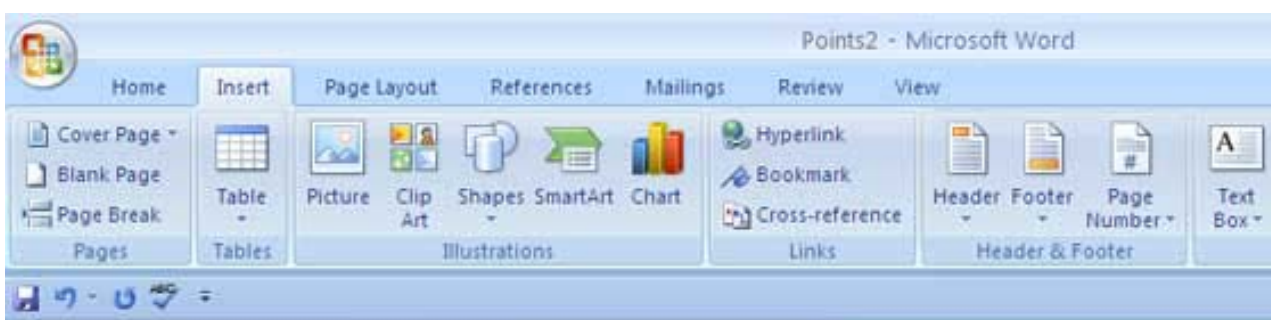
See this data in a TAB arrangement:

Date	Visits	Viewed	Clicks	Buy Clicks	CTR	Pages
8/8/2013	5	4	1	1	20.00%	39
#####	1	1	0	0	0.00%	2
#####	6	5	0	0	0.00%	84
#####	1	1	0	0	0.00%	4
#####	2	2	0	0	0.00%	48
#####	1	1	0	0	0.00%	4
#####	2	2	0	0	0.00%	4
#####	1	1	0	0	0.00%	3

Select it. Then click on Insert Menu. Click Table. Click Convert to Table. Give the column number. That is it.

Move your Mouse over the IMAGE Buttons on the RIGHT to see the process.

HOW do we CHANGE this TABLE into TEXT



Date	Visits	Viewed	Clicks	Buy Clicks	CTR	Pages
8/8/2013	5	4	1	1	20.00%	39
#####	1	1	0	0	0.00%	2
#####	6	5	0	0	0.00%	84
#####	1	1	0	0	0.00%	4
#####	2	2	0	0	0.00%	48
#####	1	1	0	0	0.00%	4
#####	2	2	0	0	0.00%	4
#####	1	1	0	0	0.00%	3

|

First Select the Table. The Menu bar will change its design

Click on Layout Menu. Click Convert to TEXT. That's it.

Move your MOUSE over the **Steps** Buttons on the RIGHT to see the process.

It may be noted that when you select a Table, the Menu bar changes. In this bar, click on the Layout Menu. Here you will see a lot of things you can do to the Table. Like insert a column to the Left or right, of another column. Or inserting a row below or up, another row.

However, to insert any row or column, you can also do it by Right Clicking in the row or column. See IMAGE

ARRANGING a LIST Alphabetically / SORTING

How can one arrange a list in an alphabetic order? See this list:

Scène bachique ou Nymphes et satyres buvant

Echo and Narcissus

Midas and Bacchus

Le Triomphe de David

The Nurture of Jupiter

The three Graces

Panthea stabbing herself with a dagger

To arrange this in an alphabetic order, first convert it into Table.

Go through the steps as given in the Image buttons on the Left

Picking out a column from a Content list

See this list:

31. Scène bachique ou Nymphes et satyre buvant	Nicolas Poussin
32. Echo and Narcissus	Nicolas Poussin
33. Midas and Bacchus	Nicolas Poussin
34. Le Triomphe de David	Nicolas Poussin
35. The Nurture of Jupiter	Nicolas Poussin

You want to take out only the names of the Paintings, and leave out the serial numbers and the Painter name/s.

This is how I used to do this:

First select the list and convert it into a Table. [Insert Menu, Click on Table, Click on Convert to Table. Separate Text at TAB]

Now Select the first column. And cut it out. Delete the rest and Paste this on the page.

Again select the table. And then Convert to TEXT [Layout menu and Convert to TEXT]

Now select this list, and then Convert it again into a Table with two columns. However this time, give the Separate at as Other, and type a '.' (dot) into the slot.

Select the second column, and then cut it out. Delete the rest. Paste it into the page.

Select it and in the Layout menu, convert it into text. If you want to arrange it alphabetically, use the technique mentioned in **that Section**.

Font setting inside Columns

When you are working with tables, there might be a need to have one column to have letters of a particular font only. Like that of a different language. To make this action automatic, that you do not need to correct each and every entry into that column to be selected and font setting redone, You can select that particular Column beforehand and have the font in that Column set to the font of your desire.

Hyperlinks

As to hyperlinks, it is for creating a link on a text or some other object in the Word file connecting it to some files in the computer, a website or some other location in the same Word file. Select some text and click on Hyperlink.

However to creating a link to another location the file, you need to first create a **Bookmark**. Simply go to the location where you want the hyperlink (link) to move the page to, and click on the **Bookmark** button in the Menu. After that go to where you want to create a hyperlink, select the text where you want to place the hyperlink, and then click **Hyperlink** button. Rest you can do as per the instructions.

Header & Footer

They are for creating headings and page bottom text which will appear in all pages.

Page Numbers can be given using the **Page Number** button.

Text Box



Text box button is for placing some Text as a box somewhere inside the other main text area. See this. To design the Text Boxes, you need to use the Format Menu, which will appear when you click inside the Text Box.

Word Art is for creating Artistic kind of word designs. See images.



Page Layout Menu

Most of the items are quite self explanatory. Page Size and Column Layout are discussed in this Page.

Size is for setting Page Size. You can test it on your own.

COLUMNS

As to **Columns**, it is for arranging text in various columns, without using tables.

See [this text](#). It is in Single Column. If you move your Mouse over the Image buttons on the Left, you will see it in 2-Column and 3-Column page layout.

Single Column

This is a book containing a revolutionary idea about *understanding* society, human behaviour, history, anthropological features and many other aspects of human beings. The basic understanding that is being put forward is that languages, which are the *software* for human communication, are powerful media, which not only can help in communication, but also does contain *extremely powerful designs and programs*, which literally design all societies. Languages are actually powerful machines that can create a definite and pre-definable pattern, along which all human beings arrange themselves, to form different societies.

There are various customisations that you can do on this, including setting the Margin. _____

Reference Menu and Mailing Menu

These are parts which I have not used at all.

However, it may be mentioned that this Menu deals with **Citations**, **Bibilography** etc.

You might like to refer to this webpage for more **information about this**.

As to **Mailing Menu**, I do not know much about it. However, you can visit this Microsoft website to read about it.

Review Menu

Spelling and Grammar

This is the area where you can get language help in its various possibilities. When you click on the **Spelling & Grammar** Icon (first on Left), you get the following box. It will initiate a through grammar and spelling check in your file with regard to English text. You can opt for which kind of English you want to use.

Spelling Check
Grammar Check
Punctuation Check
Style & Structure Check
Translator
Multilingual Dictionary
An English Writing Software

Thesaurus

- Click on this for getting synonyms of words. However,
 - the same thing can be done by selecting the word and
 - Right Clicking on it. This is a very powerful tool for
 - improving your writing standards.
-

Protect Document

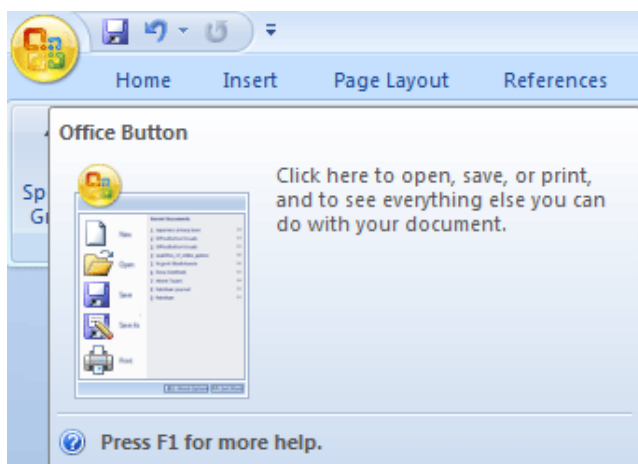
At the end of the tool bar you will find a **Protect Document** button. In this, the **Restrict Formatting and Editing** can help you to lock the document from being manipulated by others. You need to give a password. Only by using the password can this document be modified in anyway. No editing or adding to the document can be done when it is thus protected. However, computer viruses and other malicious programs might be able to erase or manipulate the contents. Moreover, others can visually copy it by typing or by taking a Screen shot of the same or even by taking a photograph.

In this same Ribbon, there is a **Restrict Access** button. In this you will get the Information Rights Management. It can help prevent sensitive documents and email messages from being forwarded, edited or copied by unauthorised persons. For this you need to download a **Windows Rights Management client**. For more on this, click here.

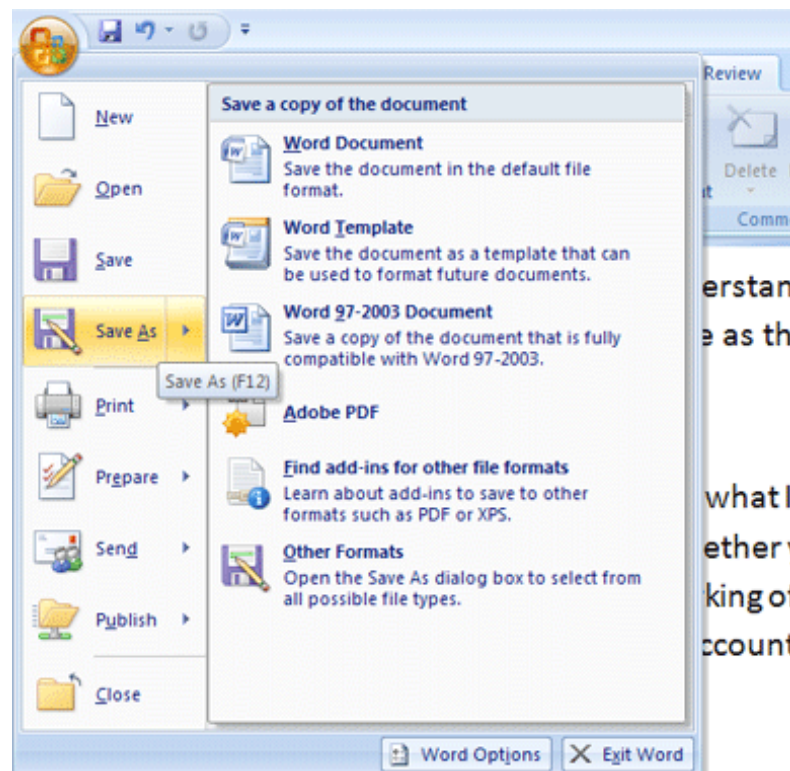
PASSWORD PROTECTION

Since we have come to the topic of protecting the document, it might be proper to mention that there is another way to protect MS Word documents. That is to give a **Password protection** for opening and editing the document. For this, there are two methods: First one is this:

1. You need to click the **Save As** Button in the Office Button. Bottom Left, you will find a **Tool** button. In that, you need to click on the General Options. Here you can get the set up to make your MS Word file **Password Protected**.
2. The second method is to **Click on the Office Button**. Click Prepare, Click Encrypt Document.



Office Button



Various attributes of Gmail:

Your Gmail account is the access c

View menu is for Page layout. You need to try it out.

Acrobat menu is connected to converting the file into a pdf file. However, there is another way to convert any file into a pdf file. That is to go to PRINT and then give Print as Acrobat. For converting or printing to pdf, you need to have **Acrobat Distiller** installed in your computer.

When there is any urgent need for conversion to PDF, an easy way would be to Download the trial version of Adobe Acrobat. When this is installed in your computer, you can PRINT/ Save As, document to PDF.

Adobe Acrobat is a very powerful software with manifold capacities. You can download it from this link.

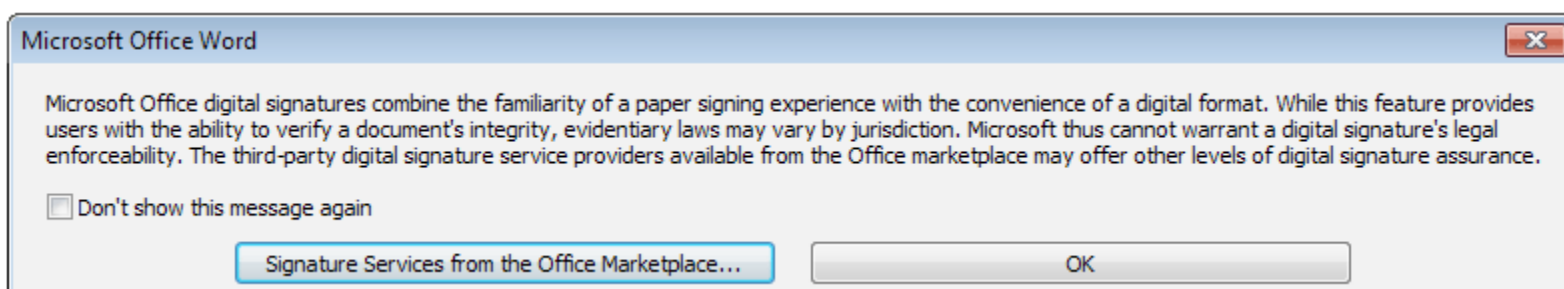
Adobe Acrobat is expensive, but good. However, if you are seeking less expensive alternatives, try this one

Office Button

On the left upper corner of MS Word, this button is seen. On clicking on this, you will see the following.

Among the various items that are shown, there is one **Prepare button**.

1. **Properties**. Click on it, and you will get this view: **IMAGE**. You can set the features. What you have added will remain a part of the file.
2. **Inspect Document**. Click on it, and it will inspect the document. Hidden Metadata will found out and removed if so required. This would be useful in hiding your identity. Or to hide hidden identities being passed on to other users of the document.
3. **Encrypt Document**. You can add a Password to open the document. Only persons who have this Password can open the file. When you do this, be careful to save the password in a safe location. If the password is lost, it would not be possible to open the file.
4. **Restrict Permission**: With this feature you can restrict the use of this file by others, unless you assign very specific permissions. A lot of restrictions, including that on copying content, taking a screen shot etc. can be imposed.
CONNECT to the INTERNET & CLICK HERE
5. **Add a digital signature**: Digital signatures have legal validity. You need to get an account with a legally accredited digital signature assigning company. **CONNECT to the INTERNET & CLICKHERE**



WORD OPTIONS

On the right bottom, you will see the button: **Word Options**. If you click on that, you will see the following: SEE IMAGES

You might like to **personalise** your MSWord files through the Popular Menu. You can also like to do the **Language Settings**. However, for using the various regional languages other than English, there is a specific procedure to be done through the Control Panel. This shall be dealt with in that Section.

Do not make changes in the settings unless you know what you are doing.

However, in the **Proofing** you can see if you want to customise.

In the **Save Menu**, you can unclick if you feel that you should, the **auto Recover Save option** or change the periodicity.

Default Save location can be changed if you so desire.

If you working on some uncommon fonts, you can opt for the **Embed Fonts** in the File option, for each file you want to have this option.

Other Menus, I do not have any experience with.

MS Excel

This is a calculation and spread sheet application. It may be noted that many persons use the Columns and Cells in this application to make Tabular content. However, MsWord itself has various tools to do this effectively. Beyond that, it may also be noted that Microsoft Access, Microsoft Word and Excel can communicate with each other and use each other's capabilities.

Microsoft Outlook

This is a type of email using system by which emails will come directly into the computer, without one having to log in to the email servers like Gmail etc. I will speak here about Microsoft Outlook 2007 and how to install and use it.

The best part about Outlook is that you can access a number of email accounts from this same application without having to open any browser window. You can send, receive, arrange and do a lot of other work with regard to emails.

It may be noted that if you want to send an MSWord document attached to an email, all you have to do is to **Click on the Office Button, and then Click Send, and the Click E-mail**. An email box linked to the Outlook will open and you can send it through that.

STEP ONE [the way I did it]

Setting up Microsoft Outlook

Setting up an email account on Outlook was not much difficult many years ago. However, when I tried to do it now, it went into many errors. However, at the end of the attempts, I could get it done. There is a definite route to it. I am going to explain the route that I move through. However, I would suggest that you first try it on your own. If it goes off smoothly, then there is no need to refer to this guide with regard to configuring MS Outlook.

I am showing the way to set up a Gmail account in the MS Outlook 2007. I have no idea whether the process is different in higher versions of Outlook.

First you need to Enable STMP in your Gmail account

STEP TWO

Let us start by Installing Outlook 2007

Open Outlook

STEP THREE

Click on Tools > Account Settings

Create Email Accounts > New

Add UserName, Gmail, Password

Click Next, Tick Internet-mail

Click Next,

Go to **Outgoing Server**, Tick as Shown

Click Advanced Tab

Enter the relevent details from list given below:

Incoming Mail (IMAP) Server - Requires SSL

imap.gmail.com

Port: 993

Requires SSL: Yes

Outgoing Mail (SMTP) Server - Requires TLS

smtp.gmail.com

Port: 465 or 587

Requires SSL: Yes

Requires authentication: Yes

Use same settings as incoming mail server

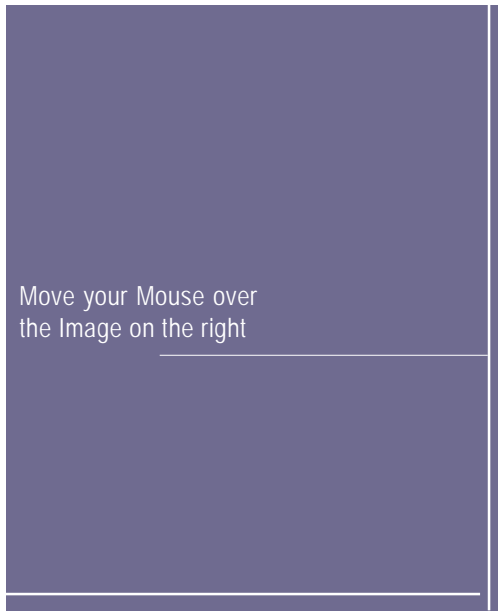
CLICK NEXT > FINISH. You have set up you Gmail account into Outlook.

However, this is not enough. There is a slight work more.

STEP FIVE

You need to StartReceiving/Sending mails from your Gmail.

You will get a Message saying:
Application specific password required



STEP SIX

You need to visit your Gmail Personal Info Page by Clicking Here

CLICK on Security TAB

CLICK **App Passwords**

You will asked to re-enter your Gmail password

When you do that you will be asked to enter a Name for your Application specific password. Write something that you fancy. And Click **Generate password**

You are now given your App Password. It is a one time password. No need to remember it after the first use.



STEP SEVEN

Go back to Outlook

Enter the Password

Your Outlook is ready already.

You will see mails from your Gmail account downloading into your Outlook



SETTING up Outlook 2007 for your website email

We have set up Gmail account in Outlook 2007.

Now let me go try to set up my company email, that is adm@victoria.org.in into the Outlook 2007 application.

See the details sent to me by the Web server space company about my email account:

Mail settings

Catch all email with your default email account

POP3 Host Address : mail.victoria.org.in

SMTP Host Address: mail.victoria.org.in

Username: vtrel036

Password: 23Cel8l2aSpint

Additional mail accounts that you add

POP3 Host Address : mail.victoria.org.in

SMTP Host Address: mail.victoria.org.in

Webmail: <http://www.victoria.org.in/email>

STEP ONE

I click on the Webmail link and reach here:

I log in and Click on WebMail

I Click on WebMail Log in

I configure Web Client

I set Microsoft Outlook 7 for Autodiscovery

STEP TWO

I opened the MS Outlook > Tools > Account Settings

Click **New**

Ticked Microsoft Exchange, POP3, IMAP, or HTTP

Entered My USER Name, E-mail Address, Password and ticked Manual Configure

Next Clicked Internet E-mail

Clicked Next & entered E-mail settings

Opened Outgoing Server, Ticked on **My outgoing server requires authentication**

Opened Advanced Tab, Incoming Server set to: 993, Connected type set to SSL

Outgoing server set to: 25, Connection type set to TLS

Click Next > Finish

STEP THREE

After this, I go to **Tools**, to download my mail from this account.

However I see a log-in box asking **Username & Password**

When I view my Web Email, page, I get a message saying that I should give '_mainaccount@victoria.org.in' as the Username and to use the Password assigned by the Server Hosting company. I do that.

I see mail downloading into Outlook 2007

Microsoft OneNote

[Download
free trial
version](#)

A free-form information gathering and multi-user collaboration program. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network.

Microsoft PowerPoint

[Download
free trial
version](#)

A presentation program. It is used to create slideshows, composed of text, graphics, and other objects, which can be displayed on-screen and shown by the presenter or printed out on transparencies or slides.

Microsoft Access

[Download
free trial
version](#)

A program for data entry and retrieval process, using Search query. It requires some level of expertise to use it.

Microsoft InfoPath

A software application for designing, distributing, filling and submitting electronic forms containing structured data.

It is seen mentioned that Microsoft is discontinuing Infopath.

Microsoft Publisher

[Download
free trial
version](#)

A desktop publishing application from Microsoft, differing from Microsoft Word in that the emphasis is placed on page layout and design rather than text composition and proofing. I should mention here that I have not used this application at all. For all publishing design work I have used **Adobe PageMaker**. Its current improved version is the **Adobe InDesign**. Adobe InDesign is mentioned as combining the capacities of Adobe PageMaker, **Adobe Photoshop**, **Adobe Illustrator** and **Adobe Acrobat** and also to a limited extent of **Adobe Dreamweaver**. I have only rudimentary knowledge in this application.

Another well known publishing software is the QuarkXPress.

I do not know anything about Microsoft Lync, Microsoft Project and Microsoft Visio.

CHAPTER 5

Adobe Reader

Adobe

Adobe Products

Adobe Flash Player

Adobe Reader

Video embed

Audio embed

Attached file

A Yellow Bar on the top

Settings

OTHER SETTINGS

COPYING CONTENT

READING TEXT

COMMENTS & NOTES not readable!

CONVERT PDF to WORD or EXCEL files

Electronic Signatures

Online Forms

Large file sending

Online PDF Creator

Create shared online folder

Other features of Adobe Readers

TRUST MANAGER

SEARCH

ADOBE DRM [Digital Rights Management]

FORM FIELDS

ELECTRONIC SIGNATURE

PASSWORD Protection

Taking out audio that has been embedded into the PDF file

EXTRACTING TEXT

EDITING TEXT

There are a huge number of programs used in computers. I have used only a few of them.

Adobe

Adobe has a number of software and software suites (combination of allied software).

Adobe PageMaker was their standard software for book layout.

Adobe Photoshop is for image editing.

Adobe Illustrator is for vector art and illustrations using advanced, precise drawing and typography tool.

Adobe Flash is for creating flash files

Adobe Dreamweaver is for creating websites. In fact, it could one of the best tools for learning the indepth intricacies of this art

Adobe Acrobat is a very multipurpose application, basically conneted to PDF files and online work collaboration.

However, most of these above mentioned applications' essential attributes might be there in the recently released Adobe InDesign. Book layout design, image editing, drawing, website creation and even making embedded videos might be possible to be done in this software. I am not adept in this application, even though I have gone through it once or twice.

These are all reasonably expensive software applications. Trial versions are available. See the list and price here. You can buyon a monthly/yearly basis

CLICK.



Adobe Flash Player

One is the Adobe Flash player. This software might be required to watch flash videos and to view YouTube. Moreover to view the multimedia (audio-video) content embedded in Adobe pdf files (opened in Adobe Readers), Adobe Flash might need to be installed in the computer.

Now I need to mention the viewer version software applications from Adobe. I know of two them. There might be others also. _____



Adobe Reader

Adobe Readers are the software application for reading or viewing pdf files. There are other non-Adobe readers also available. However, I feel that Adobe Readers might be one of the best. It is free and is quite good.

Over the years, Adobe has gone on making various changes in this software. The earliest versions couldn't play embedded videos and audios.

Before going ahead I need to mention certain things about pdf files.

From the layman's perspective, pdf files are files that look just like a printed book. The text is not changeable and looks more or less like a finished product.

However, that is not the exact truth. Moreover, in pdf files many other features like links to other files in the computer or to WebPages can be created. It can have audio and video files which play inside the page. Or there can be embedded files, textual, video, audio etc. which can be opened by clicking over the icons and saved outside the pdf.

This digital book which you are now reading is a pdf file.

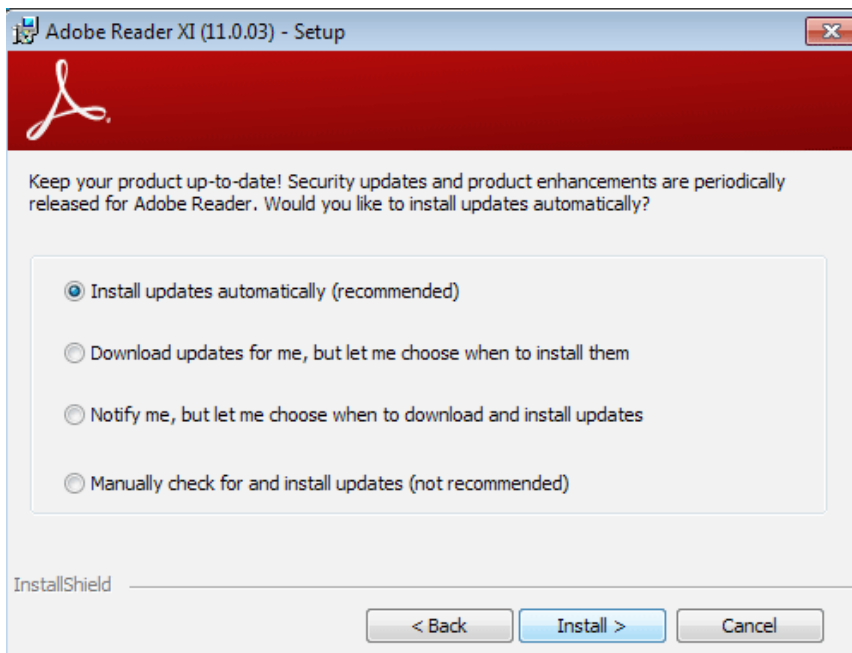
See these examples.

[VIDEO](#)

[AUDIO](#)

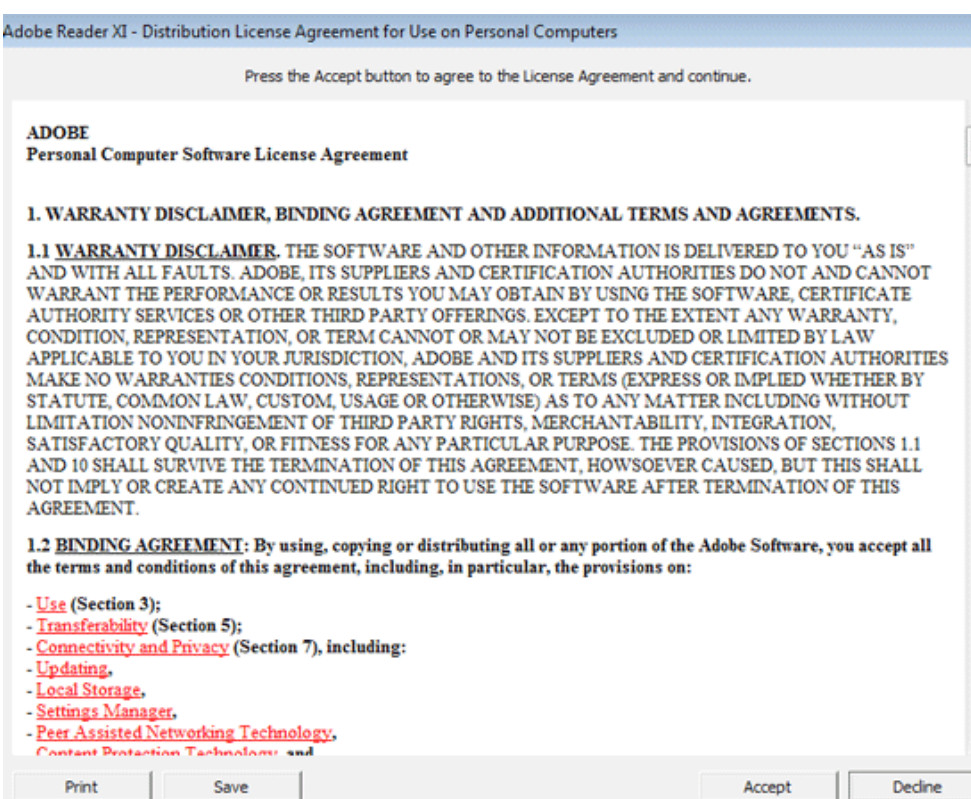
[EMBEDDED FILE](#)

As to the pdf file itself, it is not actually non-editable. Pdf files can be edited by **Adobe Acrobat** and also by [many alternative to Acrobat](#) (lower priced) software. I have reasonably expertise in many (not all) features of Adobe Acrobat. However I will not be revealing much of my information on Adobe Acrobat in this book. It shall come out as a separate digital book.



When installing Adobe Reader, if your computer is low configuration or Internet speed is low, Opt for : Manually check for and install updates. For, auto-updating may eat up system resources in low configuration computers and slow down Internet speed.

After installation, there is a one-time procedure of Accepting of: [Distribution License Agreement for Use on Personal Computers](#). This has to be done. In case, you install Adobe Reader, and without going through this process, try to open an auto-play/auto-open pdf file, it may not open.



When you open an Adobe Reader file, the first thing that you might notice is the shape of the page. If it is like this *above* IMAGE, you need to click on the Slanted double Arrows. Then you will get a wider page view.



The second item to notice might be the shape of the cursor. It can be in the shape of fingers or in the shape of a vertical line.

If it is in the shape of fingers, you can Click your mouse and move the page around.

If it is in the shape of a line, you can use this cursor to copy text.

The technique to change from Fingers to Line, is to Right Click on the pdf page and Select what you want. However, the creator of the PDF can set it in such a way that when a particular page is opened, the cursor will become a Finger or a Selection Tool.

When you Right Click, you will see a **Marquee Zoom button** also. This is for Zooming on any point. Simply Click and drag. The location will zoom.



A Yellow Bar on the top

At times, when opening a file, you might see a bar claiming Signature Field detected. Or one saying that form fields in the files cannot be saved. Both these bars can be annoying. All you need to do is to click a small button on the Left Corner of the Bar. The bar vanishes. It is expected that Adobe will be removing this bar in the forthcoming updates to Adobe Reader.

Settings

When a PDF file is created using Adobe Acrobat, a lot settings can done on it. You can see some of the settings by clicking **Files** on the Menu bar and then clicking **Properties** in the Ribbon.

Some of the PDF files will have a **Master Password securing** done. In which case, you can do things with the file or on the file, only to the extent allowed by the file creating person.

If the file has a Master Password securing, the word (Secured) will appear on the top of the file. The secured file can

- Allow/disallow Full resolution Printing

- Allow: Low resolution printing

- Allow/disallow: Copying of content

- Allow/disallow: Page Extraction

- Allow/disallow: Commenting inside the file

- Allow/disallow: Filling of form fields

In the **Description TAB** of the Properties Box, you can see details like the Title of the file, Author etc.

If you Click on the Customs TAB of the Properties Box, you can see any extra details that have been added by the person who created the file.

Most files will show the file name in the Top Bar. However, if the creator of the file has specifically done the setting, the **Title of the File** would be visible on the Top Bar, instead of the file name.

If the file contains uncommon fonts, it is possible that they may not become visible in your computer unless you have those fonts. Adobe Reader might then advise you to download and install the same. However, in Acrobat there is an option for embedding the fonts into the file. If the creator of the files has embedded them, then you wouldn't face any difficulty even if you do not have those fonts in your computer.

OTHER SETTINGS

If you Click EDIT on the Menu Bar, at the bottom of the Ribbon, you will find Preferences. On clicking this, this is what you will see

In this, I will discuss only four items. One is **IDENTITY**. Here you can set your personal details which will come when you make comments or notes in PDF files through this Adobe Reader.

Second is **READING**. It may be mentioned here that audio of text in pdf file in English can be heard through Adobe Reader. Now, in this READING section in EDIT-Preference Ribbon, you can do some changes that may suit you with regard to default voice and volume etc.

Next is **TRUST MANAGER**. This part has some relevance to the common users. When **links** in PDF files are clicked, a box will appear asking whether to **Allow** or **Block**. If unwittingly Block is given, it will become a default setting automatically. In which case, you will never again be able to visit that website through any links in any pdf files. The only way to remove this block would be to go to the **TRUST MANAGER** and Click on the Change Settings.

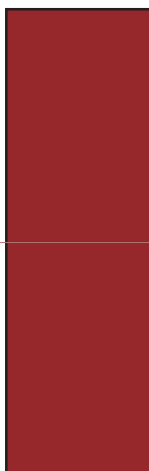
UPDATER. If your Internet connection is slow, it might be prudent to disallow automatic updating of Adobe Reader. For it may at times take up the browsing speed.

COPYING CONTENT

If you want to copy anything from the PDF file, you need to choose the Select Tool after Right Clicking on the page. Then simply select the text you want to copy and Use: ctrl and C.

There is another method to copy. This is by taking a Snapshot. If you click the Edit Tool on the Menu bar, in the Ribbon that comes down, you will see a tool by name Take a Snapshot. Click here, and then move the cursor to the place where you want to copy. Drag the cursor in the shape of a rectangle. Adobe Reader will then inform you that the spot has been copied. You need to then paste the contents into any other software application like the Adobe Photoshop, MS Word etc.

However, it must be mentioned that there is another universal tool that you can use anywhere on the computer for copying. That is [PrintScreen](#). **CLICK HERE** to read about that.



READING TEXT

In the View Menu Ribbon, you can get the Read Out Aloud button. You need to first Activate it. IMAGE.

Rotate Image in View Menu also can be quite useful, when you want to rotate to either direction, to get a better view of an image or page.

COMMENTS & NOTES not readable!

If in any pdf file, you find comments and notes which are not readable due to some un-understood font issue, then it might be good to check the Commenting Fonts set-up

See the images given below. The comments could be in some other language, and not English. Or it could be in some un-common font. All you need to see the text in the comments correctly, is to know the font in which the comment has been inserted.

Go to EDIT Menu: Preference. When you Click on Preference, a long list of control buttons will open. Here on top, you will find the Commenting Set-up area. Change the font to what you have been informed as the Comment Text font. Once you do this, the comment will become readable. However, remember to set this font to default settings after reading the comments. For, other pdf files need not come with this commenting fonts.

CONVERT PDF to WORD or EXCEL files

There is a feature in Adobe Reader for converting PDF files into MSWord or MS Excel format. It is a paid online service. You can also create PDF files even if you do not have Adobe Acrobat. You need to open Tools at the Right Upper corner and act as per the directions given.

Electronic Signatures

You can get Legally binding Electronic Signatures from **Adobe EchoSign**

Online Forms

You can design and create PDF and Web forms, which allow you to collect payments, donations and online orders, along with various other features on **Adobe FORMSCENTRAL**

Large file sending

With **Adobe SendNow** you can send Large files and at the same time get delivery confirmation

Online PDF Creator

With **Adobe PDF Pack** you can have an easy-to-use online PDF creator from Adobe. You can convert documents and image files to high quality PDF files, combine multiple files into a single PDF, or export existing PDF files to editable Microsoft Office formats.

Create shared online folder

With **Workspaces** you can create shared online folders, so anyone on your team can access project files from anywhere on the web. Set up permissions. Only the people you select will be able to view or download your files.

For using this you need to take an account in Acrobat.com. It is free. Even though I have not used it as yet, I think it is quite similar to **Google Drive**, but with some feature difference. I feel that one might be able to keep files here for download anywhere.

Other features of Adobe Readers

Adobe Readers were once known as Acrobat Readers. However, it was later changed into Adobe Readers.

Adobe Readers can play audio and video files as well as do other things like do arithmetic calculations, work with Radio buttons, Pull down menu etc.

When speaking about audio and video files, only MOV, M4V, 3GP, 3G2, FLV, F4V, MP3 and MP4 video and audio files which are embedded in the pdf can be played.

QuickTime, MPEG, ASF, RAM, and Windows Media files embedded in the PDF files may not work in the Adobe Readers X & XI. To some extent, you can make some of them work by going to [EDIT-Preferences-Multimedia Trust Legacy](#).

In some cases, a yellow bar may appear on the Top of the pdf Page asking permission to play files which can be dangerous. If you know that the files are just video or audio from a source you have not suspicion about, you can allow it.

This media issue is connected to media files embedded by earlier versions of Adobe Acrobat.

Apart from all this there can be media files attached to the file. These attachments will bear an attachment icon where it is attached. You can open these files in other video or audio applications by clicking on the icons. SAMPLE. You can change this setting in [EDIT – PREFERENCE-TRUST MANAGER](#)

Some attached files which are suspected by Adobe Reader as dangerous when being opened will trigger a warning box asking whether you trust the file type.

SEARCH

Searching for words and sentences can be done on Adobe Reader files by using the standard Search Keys i.e. **Ctrl F**. It can also be got through [EDIT Menu Ribbon](#). A Search box appears into which you can enter what you want to search for.

ADOBE DRM [Digital Rights Management]

Adobe defines Digital Rights Management features in these words:

“DRM Feature(s)” means any control and/or restriction on a PDF document that may include, but not be limited to, access rights, viewing, cutting, copying, pasting, printing, screen capturing, modifying, editing, watermarking, and/or document auditing (anonymous or authenticated), as expressly set forth in the Application.

The DRM key agreement carries an annual license fee. This fee is currently set at \$50,000 per year. In addition, there is a 5.5% revenue royalty which is also due to Adobe on revenue based on or dependent on the plug-in.

Adobe DRM works with connection to Adobe Content Server.

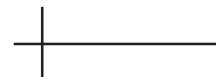
Persons who are interested in Adobe DRM may contact the resellers:

1. Datalogics
2. PDICONSULTORES
3. BlueFire
4. CtrlPublishing
5. Conversant

On the user’s end, digital books encrypted by an Adobe Content Server can be opened by software built on an Adobe engine – that is, Adobe’s Reader Mobile SDK (Software development kit,) – such as Adobe Digital Editions (ADE), txtr and a range of e-ink readers (Sony, Bookeen, iRiver, etc.).

FileOpen

However, there is another firm FileOpen, that is offering lot of DRM features. You may [CLICK HERE TO VISIT THEIR SITE](#).



FORM FIELDS

Electronic form fields can be created in Adobe PDF. In earlier version of Adobe Readers, after filling in the forms, the file couldn’t be saved. However, in the latest versions of Adobe Readers, after filling in the forms, you can save the file along with the contents you have filled in. This filled-in form can be send through email. [CLICK HERE](#) to see one such form.

ELECTRONIC SIGNATURE

Adobe Reader allows you to sign into it. However, these do not have much legal validity and can be manipulated and copied. However, there is another version of signatures that can be validated for authenticity and are legally binding. These include the Certificate signatures and Adobe EchoSign electronic signature.

The **signing** into the Adobe Reader file can be seen on the Top Left Tool Bar.

PASSWORD Protection

The opening of some PDF files will be password protected by the persons who created them. In which case, to open them you need the password.

Also please note that this file that you are reading is a PDF file opened in Adobe Reader. [It can be opened in Adobe Acrobat also].

Taking out audio that has been embedded into the PDF file.

Here you can see that there is an audio embedded into the file. How would you be able to take it out so that you can use it elsewhere?

The procedure is as follows: START – Run and then type in **sndvol32 /r**. IMAGE Go to Option – Properties and in the list and click StereoMix. Click OK. Adjust the slider to the desired volume.

Now Go to START – Run and type **sndrec32**. Click the Record button. Immediately after that Start the audio in Adobe Reader. When you have recorded what you want, stop the recording and save it.

The same method can be used for recording the machine voice reading of the text in any pdf file. The Reading Mode can be enabled in View Menu of the Adobe Reader. After enabling that, move down to Read Out Loud and click Activate Read Out Loud. After that you need to again come to Read Out Loud and Click any Reading Option.

EXTRACTING TEXT

In Adobe Reader XI, you can save the PDF file as a Text through File Menu, Save as Other. You will get a Notepad file of the text.

EDITING TEXT

The actual tool for editing PDF files is Adobe Acrobat. However, if it is not available, you can open the file in Adobe Photoshop also. Where minimal editing can be done. The file would then have to be saved as image file/s. Or Printed back into PDF.

I think currently **Adobe InDesign** incorporates many features of Adobe Acrobat, Adobe PhotoShop, Adobe PageMaker etc. So it might be able to edit all these files in Adobe Indesign.

CHAPTER 6

Video Editing

Windows Movie Maker

aTubeCatcher

Other Video editing software

Professional & Expensive Video Editing Software

VIDEO EDITING:

There are many professional Video editing software available. Adobe's Adobe Premiere Pro CC is part of Creative Cloud. I have not used this. So cant mention more about them.

Windows Movie Maker

This application is free, and comes along with the Windows Operating system. You can also download it from [Here](#). It is a very easy to operate software.

aTubeCatcher

aTube Catcher is a very good software. It has many video editing features, as well as the capability to download various kinds of videos.

I have used aTube Catcher. It is a very impressive software. It is free. Of course, if you like it, you can donate some amount.

aTube Catcher comes with a lot of features. I have not worked with all of them. However, the tool is quite impressive and free. You can download videos. That is in the first TAB. You can convert the downloaded file to the format you like. Many setting are there.

In the **second TAB**, you can download any streaming video from any website you are browsing.

Third TAB is to record a video in some sort of continuous frame format.

Then there is the **Video Converter**. You can convert a lot of video formats into so many other Video formats.

In the **Fifth TAB** is a CD/DVD/Blueray creator.

Last Tab is an **Audio Recorder**.

Then there are a whole lot of tools in the **TOOLS Menu**.

Other Video editing software include

VSDC Free Video Editor

Links to Trial Versions of various Video editing applications from Aplus Software Inc is given below. Click on them to download the trial versions

Aplus Video To iPod Converter	Aplus DVD to iPod Ripper
Aplus Video Joiner	Aplus video to iphone converter
Aplus Video Converter	Aplus Video to Zune converter
Aplus Video to iPod PSP 3GP	Aplus FLV Video to DVD Converter
Aplus Video to 3GP Converter	Aplus FLV Video to Apple TV Converter
Aplus Video to PSP Converter	Aplus FLV Video to H.264 Converter
Aplus Video to iPod Std Converter	Aplus FLV Video to iPhone Converter
Aplus video to Xbox Converter	Aplus FLV Video to iPod Converter
Aplus Video to Pocke PC Converter	Aplus FLV Video to mp3 Converter
Aplus Video to PMP Converter	Aplus FLV Video to mpeg Converter
Aplus DVD Creator	Aplus FLV Video to Pocket PC Converter
Aplus All Media to MP3 Converter	Aplus FLV Video to PSP Converter
Aplus DVD Copy	

NOTE:

YouTube has a Video Editor on it site.

Professional & Expensive Video Editing Software

Adobe Premiere Pro CS6

Apple Final Cut Pro X

Sony Vegas Pro 11 al

CHAPTER 7

Regional Languages: Unicode

Regional Languages

UNICODE

A circumvention

Typing with characters that are not on the Keyboard

Character Map

NOTEPAD

CHAPTER 7

Regional Languages: Unicode

There is a regional language setting in the computer to be mentioned. I have experience only with a few items, and naturally the information that I have on this is not exhaustive. Yet, what I do know may be of value to those who want to write in regional languages.

I need to speak about Indian languages. Almost all of them are quite complicated when viewed from the ease of using English. For ordinary DTP works like that of creating texts for printing and for converting the file into PDF, the commonly used software is the ISM Language Software.

You can visit the ISM Language Software website by [CLICKING HERE](#)



Since I have not used the latest version of ISM Language Software, I do not know what all changes have come in. However, it is seen mentioned that the current version is capable of handling UNICODE fonts also. And may be conversion from other font types to UNICODE is also possible. So what I have written here is with regard to the earlier versions.

The ISM is a very easy to use software. In the versions that I am familiar with, one simply needs to copy the ISM folder into some location in the computer. There is a file by this looks IMAGE that needs to be RightClicked and Send to Desktop. Once this is done, a shortcut link appears on the Desktop. One needs to click it open, which the open and minimises to reside on the Taskbar in the Desktop.

For shifting to ISM mode, you need to Press the Caps Lock Key. Then the ISM will start working. You need to type by choosing the regional language font of your choice. It should be noted that once the typing commences, there will be occasions when Caps Lock may be disabling ISM and other occasions when it would be enabling. It does not matter. But then, it should be mentioned that when ISM is working, the usual CapsLock function of giving Capital Letter would not work. You need to use the Shift Key to get Capital Letters, individually.

If the ISM is not working, the first thing to check is the Menu bar in the ISM file box. Check if the ISM is disabled. If that is okay, then check the Script. See if the script is marked for the language you are tying.

There are a few customisable settings in the Menu bar of the ISM file. Including settings for Roman Capitals.



UNICODE:

Now, I speak from my experience in using my local area language. I do not know the technical sides. The ISM fonts cannot be posted online. It simply will not display correctly unless that particular font on the website has been installed in the computer.

It is here that the significance of UNICODE fonts comes in. When I first heard about UNICODE, it sounded quite a difficult thing, mainly due to the low quality and yet complicated and seemingly impressive-terminology textual descriptions that usually mess up the understanding.

I notice that if I install the regional language settings in the computer, the UNICODE fonts in many languages can display correctly in the computer. I used the word, 'many', because I do not know if I can use the word 'all'.

Now, if one wants to write in UNICODE fonts, to do online postings, one needs to install the UNICODE settings in the computer. It is a very easy procedure. Even though when I first had to get it done, the textual guide that I was following seems to give me a feeling that it is a very difficult process.

In **Windows XP** this can be done during the very installation process. In Windows 6, It is my understanding that the UNICODE settings have to be downloaded from the Microsoft site.

Installing Unicode in Windows XP is mentioned in this Page [CLICK HERE](#)

There is a thing that I need to mention about typing in the local language over here. The alphabets and their derivatives are quite numerous. At least around five or six alphabets cannot be properly keyed in. In such cases, I keep these letters copied from elsewhere into a small notepad file. I, then copy-paste them in to the typing areas where they are required.

I have noted that I get the best typing results for the local language (of this locality) UNICODE fonts in Notepad. I can't say this about other languages. For, most of them would not have the complexity that the local language here, has.

A circumvention:

Actually I do find ISM fonts better for the local language around here, in looks and effect. So whenever I need to keep a long article in the local language here, in my websites, I generally type them into MSWord or Adobe PageMaker and then convert it into PDF. This PDF file I keep online as a webpage. [See this example](#).

Since the release of the latest version of ISM Language Software, the information given here might be outdated. I do not know for sure. However, it is seen that they have come out with some font conversion application. I have not used it and cannot say more.

Typing with characters that are not on the Keyboard

Yet, there is a method to be able to type with characters which are not available on the Keyboard, at least in MSWord. The technique is to set up a character or a word or a group of words connected to a particular key. For instance, such letters as **ശ**, **ൺ**, **ൽ** etc. in Unicode, I can't get in the keyboard keys. So, I assign not frequently used keys to these letters.

To do this, follow this:

I write a letter in MsWord. For example, a.

There is another location that might be helpful in the matter of fonts and characters. That is **Character Map**, in **System Tools**, in **Accessories**. See the images

NOTEPAD

Notepad is a very useful tool. I use it usually for making some notes fast. There is another use. When I am copying from Adobe Pagemaker to MS Word, and vice versa, or between any other applications, I find that if I first paste the text into Notepad and then copy it from there, all formatting, colour and other unnecessary frills associated with the text get removed.

It may be noted that in Notepad the fonts cannot be set differently for different words. Moreover, there is a feature called **Word Wrap**, which also has certain useable features.

Moreover, I have found that Indian Unicode fonts of certain languages do lose certain specific type of errors when placed in Notepad.

Another great help is the fact that **Find** and also **Find and Replace** commands do work in Notepad. This tool is great in correcting mass and repetitive errors which may be found in scanned and converted to text, text files.

This feature can be used to insert such things as comma (,) etc. after email list and other lists.

It may be noted that similar tools are there in MS Word also.

Internet connection**Settings****Connecting to the INTERNET****Browsers, Bookmarking****Browser bookmarks**

Setting up a Google Chrome browser account

How to save a Webpage**Find Command****Create application shortcuts****Extensions**

Chrome Webstore Extensions

Task Manager for Chrome**Clear browsing data****Report an issue****ENCODING****VIEW SOURCE CODE****DEVELOPER TOOLS****HISTORY****DOWNLOADS****CHROME SETTINGS****Disconnect****Advanced Sync Setting****On Start up****Privacy Settings****Enable/ disable Auto fill in**

Set up auto fill in details

Enable/disable Password Save

Web Content**Language setting and translation option****Set up and change Download location****Opt for / Opt out of****COPYING LINKS****Downloading/Copying ONLINE Images****INCOGNITO WINDOW**

Internet connection**Settings**

When speaking about Internet connections, different kinds of Internet Connections are available nowadays. I have had experience with a few of them.

When dealing with the Broadband via Telephone connection, I had the experience of knowing that there is a dynamic IP as well as a range of IPs that can be used as fixed ones, if the dynamic IP is not giving desirable results. The digits shown in the image is from the South Indian government run Telephone exchange, which was not quite easily divulged.



When speaking about Internet Connectivity Dongles, many of them are not very inexpensive. And most of them do not allow other company Internet SIMs to be used in them. However, a lot of information is available online on how to unlock the Dongles so that they can be used with any SIM. See these links for more information in this regard.



Connecting to the INTERNET

I am giving a series of images of how I connected to a Broadband connection that comes through the local landline. Please note the different issues connected to connecting an Internet.

The first is to set up the Modem. This has to be done as per the instructions given in the modem manual. In the case of landlines, usually there is a Username & Password involved.

Here the images show how I connect the computer to the Internet, through a Broadband Landline Modem which has already been set up.

The computer's Operating System is Windows XP. In the case of Windows 7, the items are more or less the same, even though it may at first seem quite different. Moreover, in most cases, the Internet get automatically set up, if the modem is correctly configured and connected.

You need to go through the Control Panel > Internet Options route.

Browsers, Bookmarking

Browsers are the windows that are used for viewing websites and for other online use.

I have tried Internet Explorer, Maxilla Firefox, Maxathon and Google Chrome. However, my most experience has been with Google Chrome. It is not that I noticed it as better than the rest, but that [Google Chrome](#) is intimately connected to a lot of other online items like [Google Search](#), [Google Blogger](#), [YouTube](#), [Google +](#), [Google Map](#), [Google News](#), [Google Drive](#) etc.

My experience with [Maxathon](#) was also quite good. In fact, I do remember noticing features in it, which I think came into Chrome later.

I think most of the features currently available in Google Chrome, like the capability to remember browser bookmarks on any computer where one logs into the Gmail account, is there in most other web browsers.

Internet Explorer

Google Chrome

Maxilla Firefox

Maxathon

Browser bookmarks: (Google Chrome) [Creating ready links to websites you want to open later] [Ctrl D]

Setting up a Google Chrome browser account

Currently setting up a Google Chrome browser account is quite good. The way to do it is to open the Google Chrome Browser Window.

Log out of all Gmail accounts. Click here on the Top Right Corner of the Browser window. Click Settings: Click Disconnect your account. Sign out and Sign in as a different User.

Once you have done this, Click the Save Password button.

Now, here on this IMAGE, Click. Then Click on Advanced Sync Settings.

Then add other Gmail accounts of yours, without signing out. Each time, Save Password. Now all your Gmail accounts are connected to the Main Gmail account.

If you are creating a new Master Gmail for connecting to all your Gmail accounts, you will find the following: Choose what to sync. Click on the Radio button. Then create your account.

What happens? Whenever, you open any websites, you can simply click on this: IMAGE. This webpage is then bookmarked on to your Master Gmail account. When you open your Master Gmail account in any new computer where there is no other Gmail accounts, all the bookmarks simply appear on the browser bookmark area. However you will have to opt for **Sync all**. See IMAGE.

See the various bookmarks on my Browser Window. The number has exceeded the space on the browser Menu bar. There is a small double Right arrows. Clicking on them will run down the full list of browser bookmarks.

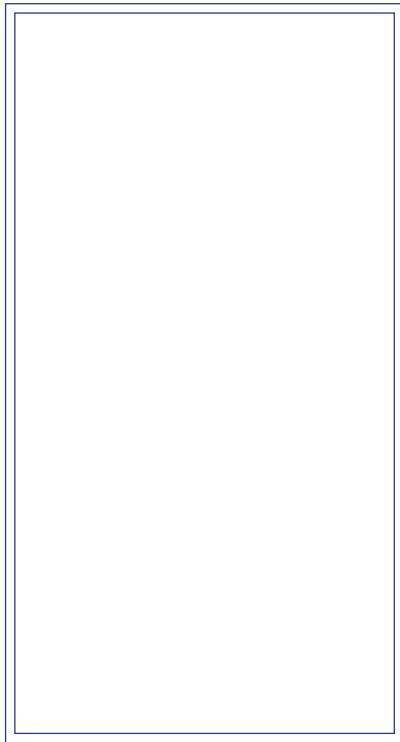
You can even create folders in the bookmarks list, where you can keep different web pages in different folders. See IMAGE

How to save a Webpage

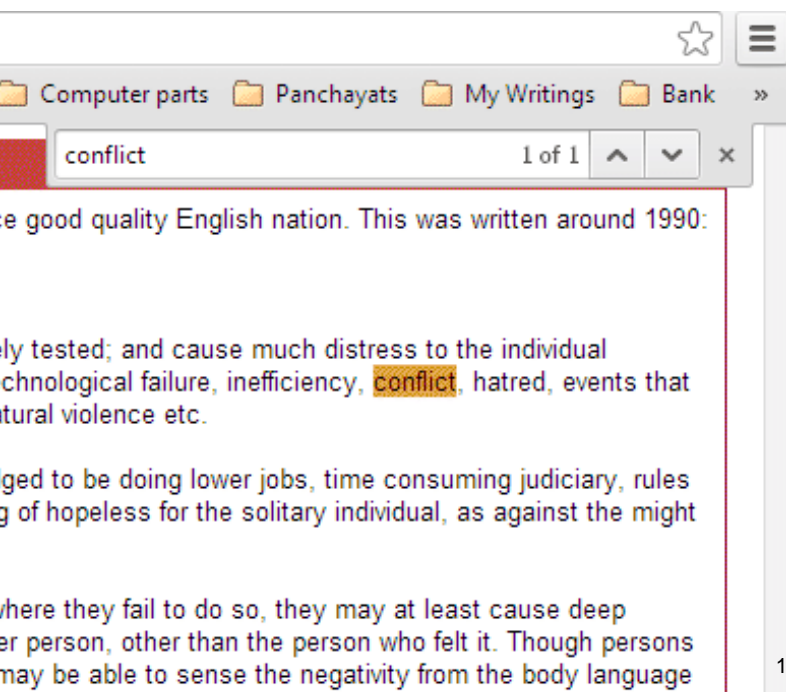
Now click on this tool set.

See the ribbon that runs down

Clicking on Save Page as...will get you the facility to save the webpage. However the same can be achieved by simply Right Clicking on the WebPage IMAGE.



Find Command




Clicking on Find can help you find any word in the Webpage. However, the same can be achieved by a simple **Ctrl F** on the Webpage. In fact, this command is a standard one for FIND in most software.

Ctrl F = Find



Tools

In **Create application shortcuts**, you can make links to a specific webpage on your Desktop and Start Menu. However, I did find that the Menu bar in the webpage disappears when one opens the webpage through the shortcut link. Don't know why. IMAGE



Extensions lead you to extensions manager. Usually the default extension you will find is the Google Drive.

Extensions are other utilities you can add to your browser. If you click on **Get more Extensions**, you will reach a [Chrome Web Store-Extensions](#), where you can get for free many such extensions. For example, I found a [Panic button](#), which if clicked (it is claimed) would make all your browser Tab go invisible. You can get them back when your period of panic is over.

Then there is the **Task Manager for Chrome**, which if clicked would show you the different works being done by the different entities in the Chrome browser. Right Clicking on each one of them would give you more details. I do not know how one can use this information. Other than to know which Web page is utilising the most of the computer resources.

SHIFT Esc

If you click on **Clear browsing data**, this is what would come up. You can choose what you want to empty and clear.

Ctrl Shift Del

Report an issue might be the easiest way to inform if there are any technical issues that you are facing when using Google Chrome. A screenshot of your screen will also be attached to the message you send to Google. You can also change the attachment file to send what you desire.

Alt Shift I

ENCODING

This is where you can set the Google Chrome to handle non-English script. See this page for more details in this regard. It may be noted that setting the encoding for UNICODE might help in making UNICODE text legible. I do not much about this.

VIEW SOURCE CODE

Ctrl U

This is where you get to view the [browser windows source code](#). Another way to view this is simply to Right Click on the WebPage and click on View Source. I do not know much about this. However, it might be possible to collect a lot of information about insides of a webpage. Can't say more. Don't know more. However web developers might find the insights about their webpages useful.

DEVELOPER TOOLS

Ctrl Shift i or F12

The same is the case with Developer Tools. I feel that it is basically aimed at web developers, who can optimise their web pages based on information given by this tool.

There is small but quite powerful information to be added. Click F12. Developer Tools will open as shown above. Now Keep your Mouse Clicked on the Refresh Button. Three options will appear. I do not know exactly the difference between them. However, you can Clear your Internet Cache, and improve browser speed. I do not know why this clearly useful tool is kept hidden beyond the veil of Developer Tool. Whether it has any other implications or aspects, I do not know.

HISTORY [Ctrl h]

If you click on **History**, you get the complete history of what the browser did in the past. It can include even the list of USERS, who had logged into the browser. History is helpful, when you want to go back to a website which you had visited some time back, but cant get the exact link to. You can search by date or some other input and get to see the History link to that site. You need to then click on that link and get back to that site.

The point to be noted about History is that anyone who has access to your computer through your own log in, can go through the History and find out which all sites you had visited. In case you would like to hide your path, you can remove History information. Or else, you should allow other persons to use your computer through other User Accounts, without Administrative previledge.

DOWNLOADS [Ctrl j]

You can get to see what all you downloaded in the computer and also visit the exact folder you loaded any file to. Again, the same possibility of another user getting to know what you downloaded into the computer is there. You need to clear complete download history or else, you can Remove any particular item from the List. The other option is not to allow others to use your computer through your own Account log in. Creat a seperate Log in account for others.

SETTINGS

Now let us go through the Chrome Settings. We will go through them, one by one.

Disconnect

This is what you have to use if you are opening your gmail in another persons computer. For, iwhen it is not disconnected, there is the risk that your gmail might get connected to his or her Google account. You need to be very careful that you do not save your Password into that browser window.

Advanced Sync Setting

This is where you can set on which all items are to be sync to your Google Account. For example, Browser bookmarks.

On Start up

What the browser should do first, when it opens

Privacy Settings [You need to Click on [Show advanced settings...](#) at the bottom of the page] You can make a Do not track Request. However, it is only of limited value

Enable/ disable Auto fill in

[Set up auto fill in details](#)

This is quite helpful if you have to fill in your personal details in various webpages. The auto-fill will work in most websites.

[Enable/disable Password Save](#)

This is helpful when you have to log into various webpages. The browser will remember your Log in Username & Password. If you bookmark those pages, it will really be a smooth flow of action.

Web Content

Here you can do Font Setting and

Page zoom

Language setting and translation option

Here you can set up your browser language to Native-English or to any other language listed.



Set up and change Download location

You can decide where your downloads should be saved.



Opt for / Opt out of: Continue running background apps when Google Chrome is closed. Opting out might save computer memory resources. The complaint that Chrome is still visible in **Windows Task Manager** when the Chrome is closed down goes off with this opting. However, if you do this **Google Hangout** as well as **Gmail Offline** might vanish after you close down the browser window.



COPYING LINKS

You can copy the link of any website by clicking on it and then pressing Control C on your Keyboard. Or by Right Clicking on the link and selecting Copy

If you want your friend to visit this webpage, simply paste it into the email and send it to him or make a link inside your email and send it to him.

Downloading/Copying ONLINE Images

The best method for downloading an online image is to Right Click on it , and then Clicking on **Save image as**

However, you can copy it directly into your clip board and then paste it into some image editing software like Paint, Adobe Photoshop &c.

INCOGNITO WINDOW

Almost all Internet Browsers have a secret window. In Google it is known as the Incognito Window.

If you browse the Internet through this window, then nothing of what you do will appear in the browsing history. Nor will any cache files of the sites you visit load into your computer. However, this window will not be having a lot of functions and extensions. However, this might mean that less load on the computer and Internet.

What you do in this browser window will not show in the browsing History.

However, you need to be aware that even though the browser doesn't keep a record of what you do, the Websites where you visit will be able to **record your IP**, which is just like a telephone number. Connecting your visit to your Internet connection. There are ways to circumvent this. **CLICK HERE FOR THAT**.

CHAPTER 9

e-Mail

Gmail	Various attributes of Gmail	Default reply behaviour
	Gmail for slow Internet Connections	Default text style
	How to open an email	Email via Google+
	FILTER MESSAGES LIKE THESE	Send and Archive
	MUTE	Desktop Notifications
	NOW SEE THE BUTTONS TO THE LEFT ON THE TOP	BUTTON LABELS
	ARCHIVE	PICTURE
	CONFIGURE INBOX	People Widget
	SPAM	Create contacts for auto-complete
	DELETE	Importance signals for ads
	REFRESH	Signature
	OLDER/ NEWER BUTTON	Snippets
	INPUT TOOL	Out of Office AutoReply
	SEARCH YOUR MAIL	Outgoing message encoding
	Keyboard Shortcuts in Gmail	Email Settings 2
	COMPOSE an email	LABELS
	FORMATTING OPTIONS	Email Settings 3
	ATTACHING FILES	INBOX
	ATTACH FILES USING DRIVE	Email Settings 4
	INSERT PHOTOS	ACCOUNTS
	How to collect the url of online image	Personal information
	INSERT LINK	SECURITY
	EMOTICONS	ACCOUNTS PERMISSIONS
	DISCARD DRAFT	RECENT ACTIVITY
	CONTACTS	Suspicious activity alert
	Inside RECEIVED EMAILS	LANGUAGE Settings
	IMPORTANT	DATA TOOLS
	DETAILS of SENDER	Storage Plan
	OTHER OPTIONS	Inactive Account Manager
	ADDING to CONTACT LIST	View Account Data
	EMAIL THREAD	Activity report
	TASK	Download data
	TOP RIGHT BUTTONS	Account Management
	SHARE	Me on the Web
	YOUR ACCOUNT BUTTON	Send mail as
	ADD Account Button	Check email from other accounts (using POP3)
	Sign out Button	Using Gmail for work?
	Account – Privacy	Grant access to your account
	Accessing a deceased person’s mail	Email Settings 5
	Account Recovery Options	FILTERS
	Compromised Gmail account	Forwarding and POP/IMAP
	If you find your messages going Missing	FORWARDING
	Emails are going directly to Trash	POP Download
		IMAP Access
Voice and Video Chat		Email Settings 6
Receiving phone call in Gmail		CHAT
Call screening		Email Settings 7
Switching phones		Web Clips
Email Settings On General Page		Email Settings 8
Language		LABS
Input tools		Email Settings 9
Internet Connection is slow		Gmail Offline
Browser connection		Email Settings 10
		Themes

Chapter

Email

Gmail

Almost all readers of this book would know how to use an Email. The introductory part of this section is meant only for those who do not know anything about emails. However, after the introduction, there might be items which may be not known to at least some of the readers.

Emails are very easy to use. These mails can be sent to others who have email accounts. The best part is that there is no need for a postal department to deliver the mails. And these mails can be received from most parts of the world, where you have access to Internet and a device to access the Internet.

One can attach files to emails. Videos and images can be made an intricate part of these letters.

See these images just to understand how to open an Email account. For the purpose of this book, Gmail is used, with Google Chrome as the Browser.

I need to repeat again about what I mentioned as a **Master Gmail account**. When you create an account, you will see a query as to whether you want to Sync all your data. If you click on this, all your actions like using other emails, bookmarking of various websites (making ready links to visits the sites again) etc. will become connected to this account of yours.

Various attributes of Gmail:

Your Gmail account is the access door to a lot of Google services including Gmail, Google Groups, Google Calendar, Talk, Drive, Play, Docs, News, Wallet, Sites, books, and Google Scholar etc.

Let us start with the basics. Look at this

Inbox is where all your mails arrive

Important is where your mails marked as important can be seen.

In Sent Mail, you can see the emails you had sent.

Now Move your Mouse like this

A long ribbon comes flowing down. See the various headings. These naturally pertain to certain specific emails. How do these headings come?

Click on one of the emails

Then click in this location. This is where you label the emails. Can you see a Create New? When you click here, you get a box. Here you can create new labels.

Below the Create new, there is a Manage labels. If you click on that, you get this.

Gmail for slow Internet Connections: Gmail is actually a feature rich heavy program. If your computer or your Internet is slow, it may take time to open Gmail. So Google has given an option to opt out of many features. Click on the link shown and you will enter into a very simple form of Gmail. It will load faster.

How to open an email

Simply clicking on an email would open it.

After opening an email, you have the option to Delete it, Label it *and/or* Move it.

You can reply to the mail

You can forward the email to another person or persons.

Go through the IMAGES, and you will get a fair idea about what all set ups are there inside a gmail.

FILTER MESSAGES LIKE THESE

There would be message you would like to move directly into a Label. Or you do not want to see in your Inbox, but would like to archive for future reference.

Certain messages you would like to forward directly to another email.

Certain messages you would like to delete without even seeing them.

Certain messages you do not want to get marked as Spam inadvertently.

Certain messages you would like to get delivered in a particular Category TAB.

This is where you do all this.

MUTE

Mute is a method to ignore a long conversation, with many persons talking to each other. The message is not deleted. It is just achieved. However, if one of these muted emails come with your email in the To or CC, then that mail will appear in the inbox.

Muted conversations will appear in the searches you do on your email.

You can find out the muted messages by typing **is:muted** into your Gmail search box.

NOW SEE THE BUTTONS TO THE LEFT ON THE TOP

The first one is to facilitate deleting. Or to mark as Read, Unread, Starred, or Unstarred. Starring is to denote Importance for noticing.

ARCHIVE

This button is for Achieving. That means that the message is removed from your Inbox, but is still there in the Gmail. You can get to see the Achieved mails by Clicking on All Mail. You can also search for them in *Gmail Search Box*.

CONFIGURE INBOX

Towards the right corner of the Gmail page, you will see this BUTTON. The first item I would like to mention is the **Configure inbox** button. Once you click on it, what comes out is a list of TAB you can have for your Gmail Page. The currently mentioned TABs are Primary, Social, Promotions, Updates and Forums.

You can set up the full list or what you want. Messages that arrive in one particular TAB can be dragged into any other TAB, and all the future messages from that email will arrive automatically in that TAB.

SPAM

The next button is for categorising a mail as SPAM. This is generally meant for unsolicited commercial emails. There are many ways to deal with SPAM. One is to tick the email and then click the SPAM button. All emails from the same email address will automatically go into the SPAM folder.

The second similar method is to use the **Move to** button to categorise the email as SPAM.

The third method is to use the More Button and use the Filter messages like these facility.

However, there is another eventuality connected to SPAMing. Some persons claim that you have been sending Spam mails to them, and you are perfectly sure that you did not. That means that your Gmail has been hijacked. In which case, you need to report the issue to Google Team. **Click here** for that link. You would need to obtain the full headers of the spam message from Sent Mail or from the other party and report to Google Team.

DELETE

If you want to delete any message from your Inbox, you need to click on it and then click on the Delete button. However, it should be noted that the deleted message would only have moved to the BIN, where it will remain for a few weeks before being fully deleted. If you want to delete an item fully, you need to open the BIN and delete the message from there.

REFRESH

If you do not Tick on any emails, then these are the Buttons that will show.

SEE the **Refresh Button**. If you Click on this button, the page will simply reload.

OLDER/ NEWER BUTTON

This button should be clicked to see previous or newer email pages.

INPUT TOOL

This is where you can get a [Keyboard](#) on the [monitor](#), in case you do not have a Keyboard with you. Or you cannot type.

You can get to use a number of languages.

SEARCH YOUR MAIL

This is the search box for finding any of your old emails. You can search using email address or by words. The following search options are also there

[Google mentions this much](#)

Gmail doesn't recognize special search characters like square brackets, parentheses, currency symbols, the ampersand, the pound sign, and asterisks. Gmail will also search within attachments where possible, so your search may return items without the search terms in the message text.

Keyboard Shortcuts in Gmail

There are a lot of Keyboard Shortcuts you can use in Gmail. What is shown above is only a small part of it. For using the others, you need to go to Gmail Settings, and then turn on Keyboard Shortcuts.

The first thing to note is that if you Press the '?' keeping the Gmail Window open and the cursor not clicked in any position, you will get a huge list of Shortcuts. See the IMAGES.

For more information, visit these
Google links

So bear in mind: **c** will Open the
Compose box.

COMPOSE an email

Now we reach a most important part of Gmail. That of sending emails.

Click on Compose. **Or simply press the c key on your keyboard.**

This box will open.

See the various Options inside this box

Once you move the mouse to the Left, other Buttons appear [[Attach files](#), [Insert files using Drive](#), [Insert Photo](#), [Insert Link](#), [Insert emoticon](#), [Insert invitation and then last, Delete the draft &c.](#)]

FORMATTING OPTIONS

See IMAGES: You need to select a text on which to do the formatting options.

ATTACHING FILES

When you want to attach a file to be send along with the mail, click on the attach file button. A box will appear, showing certain files in your computer. Using the pull down menu button , you need to move to the specific file or files you want to attach.

ATTACH FILES USING DRIVE

In this case, you need to activate your Google Drive account. About this more is mentioned [HERE](#).

You can attach the files that you have uploaded into your Google Drive.

INSERT PHOTOS

You can upload images from your computer or you can even use images that there in any website. However, Google does caution thus: [Remember: Using others' images on the web without their permission may be bad manners, or worse, copyright infringement.](#)

How to collect the url of online image: Right click on the Image in a website and then click on [Copy Image Url](#).

INSERT LINK

You can write something into the Text area and select that word/s and then click the Insert Link button. Paste the weblink you want to send. Or else, simply click in the Text area. Paste the link and give the text in the appropriate box.

EMOTICONS

These are small pictures that can be added to convey a mental feeling, so that words can be avoided. Click the Text area, and the Click on the Emoticon button. Click on which one you want. Shift Click to Insert the more than one picture in the Text area.

DISCARD DRAFT

It may be noted that Gmail will incessantly try to save the draft of whatever you type. If you fail to send the mail, the text you typed would most probably be available in the Draft folder. In many cases, when you open the Gmail Inbox the next time, you will find the draft. You can Click on the Drafts Button on the Right to open the Drafts. See how a Draft can be discarded .

CONTACTS

On Clicking Contacts, you will reach the list of Contacts page. In that page also, you can do so many things. Including deleting contacts.

You can add contacts to this.

Inside RECEIVED EMAILS

IMPORTANT

You can mark the received email as [Important](#) if you want.

DETAILS of SENDER

OTHER OPTIONS

ADDING to CONTACT LIST

Keep your mouse on the sender's name for a couple of seconds. You can simply add the sender to Circles or Click Contact Info. In the second case, you can add a lot more information. In the first case, the Circles will add the sender to your Google Plus Circles.

EMAIL THREAD

It is always better to continue a single email conversation in the same thread. Meaning do not open the Compose box again to reply to a continuing email conversation. Simply Click reply. In which case, you can see the continuity of the conversation as a continuous thread. Only when the subject matter changes should you open a new thread.

You can open all the emails in a thread by Clicking here:

In case of single emails in a thread, click on the individual thread.

TASK

I have not used it. However, I understand that it is some sort of a reminder service for assigned Tasks. It might work in close collaboration with Google Calendar.

TOP RIGHT BUTTONS

The first is link to your Google Plus account.

The second if you click would open the list of the various Google Apps

The hanging bell is where you are notified if there is any notification for you. If there is, it will appear as a Red Number. Notifications can be **replies** to your posts in YouTube, or Google Plus or Comments in your YouTube, Google Plus and Blogger posts.

SHARE

If you click on the Share Button, you will be able to share web links, or share Comments, pictures, video etc. with persons who are in your Google Plus Circles. It would also be visible to a few members of the public who are not in your Circle list, spontaneously.

YOUR ACCOUNT BUTTON

Click on it

If you Click on the VIEW PROFILE button, you will reach your Google Plus Profile view page. You can opt for View as **YOURSELF** or as **PUBLIC**. In this page, your various activities done in YouTube and other Google products can be reflected, if you allow it. The allowing part is just to **Check** the Share on Google Plus Radio button in the relevant post areas.

ADD Account Button

Here you can add other emails so that they also open with you having to log out of the first email.

Sign out Button

The sign out from Gmail button is also on YOUR ACCOUNT BUTTON

As of now, Clicking the Sign out button wouldn't make you sign out completely. What appears is this: IMAGE.

Account - Privacy

If you click on this button, it will lead to privacy and other intimate settings.

Please note that there is an **Inactive Account Manager**. Go to Next Page for more on this.

Accessing a deceased person's mail

You can visit this [Google Page](#) to know more about this

Account Recovery Options

In case you find it impossible to access your Gmail account, you can get more information on what to do from this [Google page](#)

Compromised Gmail account

If you feel that your Gmail account has been accessed by others, you need to visit this [Google page](#) to know what to do about it.

If you find your messages going Missing

Visit this [Google page](#)

If your incoming Emails are going directly to Trash and some of your emails don't reach the receiver

Visit this [Google page](#)

There is a software that claims to help you to maintain your total assets in perfect condition in terms of records & detailed reporting for all of the important assets and documents, for the use of posterity.

Voice and Video Chat


Call phones from Gmail

Make calls to any phone — right from within Gmail


You need to download the plug in from [Here](#). Plug in is free. However, usage is charged. [CLICK HERE](#) for details. You need to take a Google Voice account.

You can also RECEIVE Voice Call in Gmail. See the [details](#) here:


Receiving phone call in Gmail




Requires Windows XP+ / Mac OS X 10.4+ / Linux



No phone required
Use an internet connection and microphone to make calls



Cheap international calls
Call around the world at [very low rates](#)



Video chat, too
Install the plugin and get video chat for free

If you have a Google Voice account, you can also receive calls. The username in the Voice account should be the same as the Gmail account, you want to use for receiving calls. In case you do not have a Google Voice account, and if you are in the United States, you can upgrade to it for free.

To receive calls in Gmail, you have to make at least one Outbound call from your Gmail.

In Google Voice, go to Settings under the gear Icon.

Click the check box, in the Phones TAB, next to Google Chat.

If you wish, you can use the Edit button.

Gmail can be a forwarding Phone, or you can disable it by removing the Tick mark in the box next to Google Chat.

When a call has come, a call window will appear along with a ringtone. In case, the ringtone is absent, check to see if your sound is on Mute. To answer the call, click the Answer button. Or you can Ignore.

Currently, when I am writing this book, users from outside the US are not allowed to upgrade to a full Google Voice account. They cannot receive phone calls in Gmail.

Call screening

Before answering a call, you can get to hear voicemail of the caller. This is done by clicking on the screen button. However, even before the voicemail is fully heard, you can OPT to click the Answer button to connect immediately.

Switching phones

There is an option for switching from Google Voice to your mobile phone, right in the middle of a call in Google Voice. You need to press the * Key.

More details can be had from this link:

For Websites, Shopping Carts etc. a Live Web Chat program might be useful

OTHER VOICE/VIDEO CHAT PROGRAMS

Skype, Yahoo! Messenger, AOL Instant Messenger, or Windows Live Messenger.

Email Settings

Let us now come back to the Crank wheel button on the Right.

Clicking on the Settings will open the Gmail Settings area. Here you can arrange a lot of things to work on your Gmail account automatically.

See SETTINGS

1. On General Page

Language: Set for UK, if you are using good quality English.

You can also set for other languages, which are listed therein. When you change the language here, the whole of Gmail will change into that language. The fact is that in many languages that are currently emerging out into civility through the opportunities afforded by computers and modern technology, Gmail does look quite horrible.

Input tools

If your **Internet Connection is slow**, OPT for [Ask before displaying external images](#)

Images:

- ☐ Always display external images - [Learn more](#)
☒ Ask before displaying external images

Browser connection

Browser connection:
[Learn more](#)

- ☒ Always use https
☐ Don't always use https (option disabled for your browser)

By default, Gmail is set to use HTTPS (Hypertext Transfer Protocol Secure), a secure protocol that provides authenticated and encrypted communication.

Default reply behaviour

Default reply behaviour:
[Learn more](#)

- ☐ Reply
☒ Reply all

If you want to reply to all the emails to which a mail that came to you, had been addressed to, you need to OPT for the Reply to all. If you want to reply to only the sender, then OPT for Reply.

Default text style:

You can change the default Text style of your Compose Box.

Email via Google+: [See IMAGE for options](#)

Email via Google+:
[Learn more](#)

Who can email you via your Google+ profile?
If people who aren't in your circles send you emails

- Anyone on Google+ ▼
Anyone on Google+
Extended circles
Circles
No one

agree before they can send you more

Send and Archive:

This can give you the option to send a mail and then to see that it moves off the Inbox to **Archive**. You can see the **Archived** mails in **All Mail** (All Mail button is on the Left side of the Gmail Inbox)

Starred

Chats

All Mail

Bin

All Mail

► Categories

Virtual Vault

[Manage labels](#)

[Create new label](#)

Desktop Notifications:

(allows Gmail to display popup notifications on your desktop when new chat and email messages arrive)

Standard Shortcuts available in default mode are these:

[SEE THIS PAGE FOR MORE](#)

BUTTON LABELS :

ICON / TEXT

PICTURE

You can change your picture here, and also OPT how it should be visible.

People Widget

Shows participant information during an interaction. Enable/Disable

SEE this Google page for more

Create contacts for auto-complete:

If you enable this, each time you send a message to a new email address, that email address is automatically added to your Other contact. This will help when you are typing that email again in the Compose box. For, that email will appear as an option auto-complete.

Importance signals for ads:

You can decide as to what kind of ads should appear on your email.
[CLICK HERE](#)

Signature:

Signatures are what appear in every one of your emails. You can give name, address, phone and even weblinks.

However, if you want different signatures to come in different kinds of messages, you need to Check in Labs. Labs is where new ideas are tested. They may or may not continue.

Snippets

If you enable Snippets, you can see a few words from inside the email. So you might be able to understand what is inside.

Out of Office AutoReply

You can send an automated reply to all emails that come to your Inbox. Something like, 'Your mail has been received. We will reply soon!'

Here also there is an Option: Only send a response to people in my Contacts [Check or UnCheck]

Outgoing message encoding:

If you are inserting any non-English script, written in UNICODE etc. it might be good to Set this for: [Use Unicode \(UTF-8\) encoding for outgoing messages](#). In some cases, the receiving person may not be able to see your writings correctly, otherwise.

This is what Google says:

A decorative vertical bar on the left side of the page, consisting of a thick olive green line and a thinner light green line to its right.

Email Settings 2

LABELS

You can see the Labels you have given to the Emails from here. You edit the features.

Email Settings 3

INBOX

In this Settings TAB, You can decide which mail should appear first.

Other settings are Importance Markers and Override filter settings:

Email Settings 4

ACCOUNTS

1. You can change Account settings:
 1. Password
 2. Password recovery option
 3. **Other Google Account settings**

The same Page can be reached through the Account Button.
[See this Page](#)

A. If you click on item no. 3, you will reach a New Tab. This page has a few quite interesting items. The first TAB is Personal information. In that you can set your Mobile phone to receive your HangOut conversation as SMS.

B. The second page is SECURITY. Here You can change Password, Enable 2-Step verification, (your need to use a code send by Google to your Phone to open your email, the first time in a different computer),

b1 ACCOUNTS PERMISSIONS: Here you can see the list of sites which have been given various levels of access to your email account. Click on the link. You can revoke the permission you have granted to anyone of them, if you feel like thus.

b2. RECENT ACTIVITY: You can see all your account related activity from this link. If there is any sign of unauthorised access and use of your account, you may need to take appropriate action.

b3 You can set up a Suspicious activity alert in RECOVERY & ALERTS. You can also set up a Password recovery Phone as well as email.

- C. Next is LANGUAGE Settings
- D. DATA TOOLS : route for each.
 - a. **Storage Plan:** Your account has 15 GB of free space. You can buy more.
 - b. **Inactive Account Manager.** This is a very important area. You can set up an Inactive Account Manager. This area is actually connected to the issue of who should inherit your Gmail or who should be informed if you stop using your Gmail from a specific period onwards. You can also OPT for a complete deletion of account after a per-set period.
 - c. **View Account Data:** On each of these items: Name, Blogger, Books, Calendar, Contacts, Custom Search, Docs, Friend Contact, Gmail Conversations, Google+, Groups, Maps, Orkut, Picassa, Profile, Sites, Talks, Tasks, Wallet, webmaster tool and YouTube. It may be noted that each of these are connected to very powerful machines. For example, Sites is where you can create free websites using Google backing.
 - d. **Activity report:** Sign up for monthly reports: Google Account Activity Reports give you a monthly summary of your account activity across many Google products.
 - e. **Download data:** You can download all the data in item (d) and you can even create an archive out of them.
 - f. **Account Management:** This area is meant for deleting your account or any part of it, or any or all of the Google products you are using.
 - g. **Me on the Web:** Here you can do: 1. an ONLINE SEARCH on how you appear in a web search. 2. You can set an Alert from Google when there is a change in the information that appears about you. 3. Open your Profile and add all information about, set links to your web and writings, and also many other connected things.

2. Send mail as

Here you use Gmail to send your mail from various other Email accounts. It can be any account like Yahoo or outlook.com. Or even your own web url email. More details on this can be had from this link

3. Check email from other accounts (using POP3)

In this case, what Gmail does is to **FETCH** emails from your other email accounts. Up to 5 accounts are allowed. So that you can see all your emails from one location. There is another method to achieve the same result. That is to **Set up an Auto forward** facility in your other emails to send all incoming emails to your Gmail account. If you want to get only emails from a particular emails into your Gmail account, there might such a facility in the **Filter setting**. Read this also:

4. Using Gmail for work?

Here you will find a link giving information about how Gmail Apps can be used in business. See this Link:

5. Grant access to your account

You can give access to another person to open and read your emails. This person would also be able delete emails and to send mails from the account. This might be part of your business or family management delegation. However, the other person cannot change your password or other account set ups.

Email Settings 5

FILTERS

This is where you can make changes in the Filter settings. For example, if you want to change a Filter you set for any particular email, it can be done from here. You can also create a new Filter from here.

Forwarding and POP/IMAP

1. FORWARDING

If you want to forward all your emails to another email, this is where you do it. However, if you want to forward only certain emails, it can be done through **FILTER**.

2. POP Download

This is connected to receiving your email in a Email Receiving/Sending Application in your computer. It is generally mentioned that POP download *enabling* is not good. For, it would lead to the message being deleted from the Gmail Server. See this link for more information.

3. IMAP Access

This is also connected to receiving your email in a Email Receiving/Sending Application in your computer. **MS Outlook** is one such application. If you are not using one, you need not bother about this part. However, if you are setting up any such applications, then you would have to go through this INSTRUCTION.

NOTE: It needs mention that Google is giving a new facility called **Gmail offline**. This might give you similar facilities that other offline email applications are giving. [CLICK HERE](#) for more.

Email Settings 6

CHAT

This is where you set up your Google CHAT. It might be very good to: Only allow people that I've explicitly approved to chat with me and see when I'm online.

However, there is **GOOGLE HANGOUT**. It is a text, audio as well as video chat program. Quite good. In fact, group video chats are also possible, apart from other features. You can download it from here.

Email Settings 7

Web Clips

Google mentions that it has removed Web Clip customisation due to low usage.

Email Settings 8

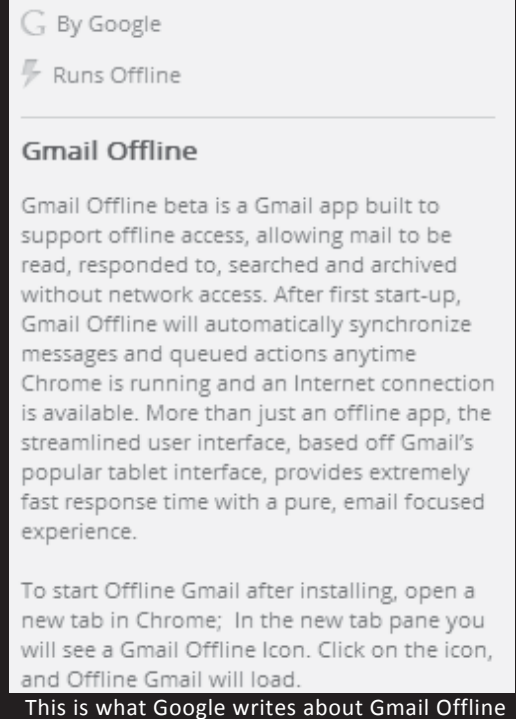
LABS

LABS is where experimental items are kept. They may or may not remain for long. I have found one item which might be useful. **UNDO SEND**.

Email Settings 9

Gmail Offline

It is an offline email application by Gmail. It is quite easy to install with no other hassles.



Email Settings 10

Themes

This is where you can give a background colour to your Gmail page.

1. Google +
2. Google SEARCH
 - Safe Search
 - VOICE SEARCH
 - IMAGE SEARCH
 - GOOGLE ENTERPRISE SEARCH
3. YouTube
 - UPLOAD VIDEOS
 - Optimising your video
 - PROMOTE VIDEO
 - ANALYTICS
 - MONETISATION
 - PAID SUBSCRIPTIONS
 - Eligibility
 - LIVE STREAMING
 - In CREATION TOOLS
 - Your VIDEO
 - COMMENTS
 - Advanced Settings
4. MAPS
5. Play
6. Google News
 - For News Publishers
7. Google Business
8. GOOGLE DRIVE
 - Folders
 - Documents
 - Presentations
 - Spreadsheets
 - Forms
 - Share a file/folder
9. GOOGLE CALENDER
10. GOOGLE TRANSLATE
11. GOOGLE BOOKS
12. GOOGLE OFFERS
13. GOOGLE WALLET
14. GOOGLE SHOPPING
15. GOOGLE BLOGGER
16. GOOGLE FINANCE
17. GOOGLE PHOTOS IMAGE
18. Google Webhosting

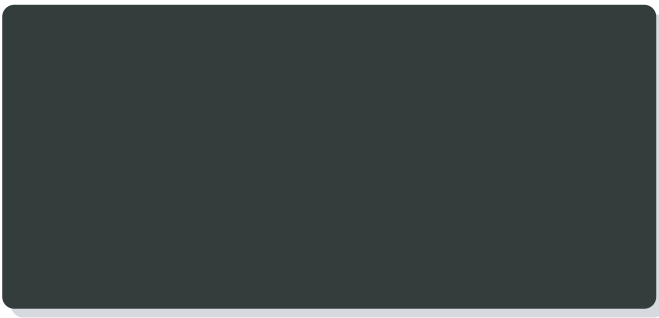
GOOGLE APPS

IMAGE

1. Google + : It is a social networking site similar to Facebook with different features and looks.

To open a Google + account, all you need to do is to open your Gmail account and then click on the Google + button.

The first page you reach might look like this:



You can upload a photo of yours.

The first rule that is insisted by Google is that you should use a human name for the account. Names of business, institutions/organisations/movements etc. are not allowed. However, if you use any non-English version of the name, the discrepancy would not be detected by the activation set up.

Next

Give details about where you live, work and studied.

Keep your mouse marker arrow on the left top. A pull down menu will appear. You can create a page if you desire about any cause you like. Or about a book or an event.

Click on People.

You can add people to your various Circles. You can **create new Circles**. The idea is to have people in different categories, so that you can share different items with different categories of people. The same person can be in more than one circle. You can add persons who email you from the Gmail Inbox page. When anyone in your circle or anyone has you in their circle post anything and share it with you, it will appear in your page. Slowly or even very fast, your page will become filled with various posts and comments and replies.

The various pages you have created with regard to your passionate causes also will get seen and shared by others as per their interest.

If there are any notifications for you, it will appear as a **Red bell** on the right up corner.

You can create Communities into which others may join.

What is hot [Click] will bring in the hot topics on your page. You can react to it or to the comments therein.

You can see the **Share button** on the Right side of Gmail page. If you click here, you can directly comment into Google +

Please note that you can post pictures as well video on Google +. They can be shared with whom you desire and with the world at large.

2. Google SEARCH + :

Click on this, and you will reach the famous Google Search Engine. It is a very wonderful machine. It can bring out Search Results from almost all Online documents. The moment you enter anything on it, it will move up. That means you need not actually open the Google Search page to search anything. On Google Chrome, you can enter the search item on the address bar area itself directly. IMAGE. And click, and the search will commence. You will get results in microseconds [if your internet is not slow].

When you commence your search, you will see search keyword options appearing. Keywords which are commonly search all over the world would appear thus.

Click on **Search Tool**, and you will get these Choices.

Now what do you see? A list:

If you click on **More**, this is what appears .

If you click on **Image**, you will get image results.

Other features of Image Search:

Safe Search

This is where you decide if you want to avoid mature content from appearing in the Search. Use this link to LOCK SAFE SEARCH setting:

You can do other search settings also.

Including that on [Voice Search](#).

VOICE SEARCH

Click on the Microphone icon on the Left Side of the SEARCH box. You ask questions and a voice answer you. DOWNLOAD APP from here:

Google has given a sample of questions that can be asked

Weather: What's the weather like tomorrow morning?

Contacts: What is Lindsay's phone number?

Locations: Where's the nearest pharmacy?

Flight status: When does United Airlines flight 900 depart?

Time: What time is it in London?

Events: When is sunset?

Translation: How do you say cucumber in Spanish?

Sports: When is the Red Sox game?

Trivia: How tall is the tallest building in the world?

Images: Show me pictures of the Golden Gate Bridge

More details you can find on this link :

If you click on Maps, a Map showing a place by that name or with some connection would appear .

GO BACK and Click on More. You can Click on any of the items.

Click on News. You will News Results.

IMAGE SEARCH:

By this, you can search for any image that you have with you. And find out where all the same image is available online. You can do image search on from this link: You can upload an image or give an image url for Google to search for.



CLICK HERE
for
GOOGLE ENTERPRISE SEARCH
Professional version of Search

3. YouTube

You Click on the YouTube Icon and you move to YouTube. It is a [video viewing site](#) basically. Here again there are a lot of options. You Click on the small downward arrow and a Menu appears.

You can move into YouTube from your Gmail account. In which case, you will be logged in under the same Username. When you first visit YouTube, you can do the following. On the Menu that has been mentioned, Click on Channels. You will be prompted to create a Channel. That's Your Channel. Or you can create a Channel in your [business or organisation name](#).

In the four TABs shown, if you Click on the first one, you can see all your activities on YouTube.

Second, Videos will show all the videos you have upload on YouTube.

Third, will show the Playlist, you have made, of Videos.

Fourth, Discussion will show all comments made inside your Channel by others and you.

In About, you can give details about you and your activities.

UPLOAD VIDEOS

Click on this to upload videos. You can either Drag the video file into the loading area, or you can Select file by clicking on the Arrow. You can set it for Public, Unlisted or Private. If Unlisted, it will be viewable by the public, but it won't be listed in your video lists. Private means only you and those who have been permitted by you can view it. When the uploading starts, you can give the list of people or emails who are allowed to view the vide.

You can give a Category.

You can change the Name. You can give a description of the Video. You can add [Tags](#). Tags mean short words which will be used as Keywords to find the video. Like Marx, Communism etc. which will allow the video to be found out when anyone uses these words for Video Search.

You can Share your videos on Google +, Facebook and Twitter from this Upload page.

You can select a [Thumbnail](#)

Optimising your video

In many cases, the video quality may not be good. YouTube gives certain instructions on how to optimise your videos. It might be useful to follow these ideas. SEE this link:

After uploading is over Click on [Video Manager](#).

You can work on these options. **ANNOTATIONS** will allow you create text where you want on the video.

PROMOTE VIDEO

You can promote the video on YouTube. That means more people will come to watch it. You will need to spend money as advertisement fee.

ANALYTICS

If you Click on [ANALYTICS](#), You can see these Options. You can get to know about the people who watched your videos.

MONETISATION

Click on the Channel Settings Link on the Left. **Monetisation** means that your Videos will have Google ads appearing in them. You need to apply for Monetisation. If approved, this might give you a chance to gather some revenue. For, if anyone clicks on the ad links, you will get a token amount. If a lot of people do this, it might give you a tidy income.

To be approved, there are a few criteria that Google mentions. One is about copyright issues.

PAID SUBSCRIPTIONS

You will find this also in the same list. This will make your Channel a sort of paid TV Channel. For more details on this, visit

Eligibility

1. Current eligibility terms mention that you should be from one of the following locations

- Australia (AU)
- Brazil (BR)
- Canada (CA)
- France (FR)
- India (IN)
- Italy (IT)
- Japan (JP)
- Mexico (MX)
- New Zealand (NZ)
- South Korea (KR)
- Spain (ES)
- United Kingdom (GB)
- United States (US)

2. You should have a minimum of 10000 subscribers before joining this programme.

LIVE STREAMING

With this enabled, you can broadcast live events through YouTube.

In CREATION TOOLS

You will find free background Music, as well a VIDEO EDITOR. You can make use of both to improve your videos.

Your VIDEO

It will be seen by others. For more publicity, you might need to Share it on Social sites like Google +, FaceBook, MyFace, Twitter etc. If it is a video about a controversial subject, you might get better publicity.

COMMENTS

In COMMUNITY

Advanced Settings

You can allow or disallow Comments. Or you can allow Approved Comments.

You can set Licensing for how others can use your Video.

Allow or Disallow embedding in other websites.

4. MAPS

This is the next item on Google Apps.

You get a Route map as well as a Satellite image view. In certain areas of the world, Street view maps of places are also available.

There are other options like being able to see various Photos, Webcam clips, Weather etc. You can upload photos and videos in the relevant areas.

You can see the Street view of a place by Dragging the image of MAN ICON to the place you want to see. If Street view is not available, you get to see some upload photos of the place if they are available. If the Street View is available, you can get a 360 degree round view by pulling the rotate Icon around the wheel . You can Zoom out of Street view by Clicking on the lower sign

When you are seeking the route to a place, a building, an area etc. you need to choose between Walking and Driving.

You can add your business location on the Map. It may need verification. Usually by Mobile.

Note that Google Maps works in close collaboration with GOOGLE OFFERS

5. PLAY

Google Play is a Shop where you can download free items or buy things like Books, Movies, Apps and Devices. [CLICK HERE](#)

6. GOOGLE NEWS:

Google News is where you can see links to news in other news media sites. There is a tool to Personalise your news. That you get what you want, from sources you choose.

There is a Setting at the bottom of this Personalise tool, where you can set the news as a Single Column or double Column. The default setting is for Opening each news in a new Window, Reload the page every 15 minutes and for showing weather.

For News Publishers

News Publishers can make use of the tools extended by Google to promote their news sites. **Visit this link for more**

7. GOOGLE BUSINESS

This is not currently in Google Apps. However, if you want a free business website, this is the place to visit

You will be able to use a lot of Google features to help bring in visibility to your business page.



8. GOOGLE DRIVE

Google Drive is basically **your free Online storage area**. You can store small to huge files and folders of various kinds on Google Drive. Next best thing is that you can download Google Drive into your computer. A total copy of many files in the online Drive will be available in the Drive in your computer. Whatever changes, settings, sharing you do offline will be reflected in the online Drive when you connect to the Internet next time. In fact, you can create and edit the following list offline also, for using online.

You can create **Folders, Documents, Presentations, Spreadsheets, Forms, Drawings** &c.

You can Upload both files as well as folders. That is a wonderful thing. **Usually in emails, you can send only files**. Here you can upload whole folders and give the link and right to others to download them.

Please note that you can create

Folders

Documents

Presentations

Spreadsheets

Forms

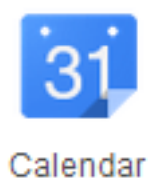
Forms are quite wonderful in that you can use it even as an Application forms to distribute. Either by email or by embedding on your website.



You need to enter the emails with whom you want to share the item. They can view and comment on them. Whatever way you assign it, the other party can download the item you shared with them. However, if you give them the EDIT permission, they can also share the file/folder with others.

Share a file/folder

If you want to re-share any file shared with you by others, they need to give you Edit rights. Or else you might need to download the file and then upload it into your drive and then share it. See the images about Sharing



9. GOOGLE CALENDER

Your calendar is an online calendar and diary rolled up into one. With a lot of other frill features. You can do so many things, including have different calendars and also subscribe to calendars of others, including your nation's holidays. You can share your organisation's as well as your own calendar with others you like.

10. GOOGLE TRANSLATE

You can translate a lot of things from various languages into various other languages. You can type online or even upload a document.

11. GOOGLE BOOKS

This is where you can get to search for books available on Google books. You can also visit Google Play where books are available for buying.

However, if you want to publish your books, this is the link

20. GOOGLE OFFERS



I understand it as a concept being developed by Google by which you can offer your products to others, for money or free. Moreover your offers can sync with your geo-location on Google Map. I have only cursory idea about what is in store. However, I understand that you can see a lot of offers from local and distant business concerns here. [CLICK HERE](#) to read more about it.

GOOGLE WALLET

It is presumably a sort of payment gateway or ecommerce mechanism offered by Google. It is currently not available on internationally. However, people interested in using online ecommerce for business purposes may keep an eye on the developments on this front.



GOOGLE SHOPPING

It's a shopping site. Visit it.



GOOGLE BLOGGER [or simply Blogger]

You can start a blog page for free here. You can add images as well as videos.

See the various settings. .

For writing in any language, which requires Unicode fonts, install Unicode in your computer. SEE this page.



GOOGLE FINANCE

This is basically an aggregation of financial news and analysis.



GOOGLE PHOTOS IMAGE

Upload photos, edit them (you can get the original version if you want, later), Share them, Tag People (add names and descriptions to people in the images), create Slide shows of a group of photos and also share them on Google +. In fact, I have noticed that Google Photos is seen as a part of Google +, if one enters through Google +.

There are more from Google. Visit this
webpage for knowing more



Google Webhosting

I am not sure, but I think it is possible to host a web through **Google Cloud Platform**

Paypal

FEATURES OF PAYPAL

Skrill Payment Gateway

Other Payment Gateways

Payment Gateways in Great Britain

Those that might allow International Donations

Indian Payment Gateways

HIGH RISK PAYMENT GATEWAYS

OTHER eCOMMERCE OPTIONS

INTERNET BANKING

ATM CARDS

The Gist

Phishing

Precautions

To make use of the Payment Gateways for your business, you need to register an account with them. Some of them ask for specific legal document copies.



All companies that deal with card payments must comply with PCI DSS and needs to be certified.
<https://www.pcisecuritystandards.org>

This is with regard to Payment Gateways, and not individual websites

eCommerce is the use of Internet and Mobile services to buy and sell things online. It can also mean transfer of money through the same Internet or other digital channels.

The subject matter is quite huge. However, for the sake of simplicity let me first speak about Payment Gateways. However, it should be borne in mind that in the emerging eCommerce situation, Payment Gateways not absolutely necessary for eCommerce business.

Payment Gateways, as I understand it, are companies that facilitate online transfer of money for various purposes. Not all of such companies need compulsorily be payment gateways. I don't know the definition. So I will start with some of the famous Payment Gateways.

I think the most famous one is PayPal.

If you have an account with a Payment Gateway, you can sell goods, services, do consultations, receive donations etc. However, mind you not all nations allow all this. For example, Indian government is quite wary about the donation part, even if it is a single dollar bit.

1. **Paypal**

I have used the International version of Paypal once. It worked like a dream. I faced no hassles. However, a few years back, Paypal was forced to open an Indian version. Then the problems started, for me. That does not mean that it is not good. My experience need not be everyone's.

The Government of India brought out a PAN Card Number as an Identity number for Tax collection and monitoring. Paypal (India) immediately wanted my PAN (Permanent Account Number). I gave it. Then started the typical Indian experience. My PAN was found Invalid. I was asked to submit the corrected version. I tried again and again. Still the same result.

My conversation with the Paypal India Help Centre, both in written form as well as direct voice contact had the feel of talking to a wall. Moreover acting as per the instructions of one customer care agent and reverting would get me connected to new person, to whom the instructions that was offered to me earlier was literally of no relevance.

When I was re-setting my account, I simply wanted to imply that my business was a no-profit aimed one. For it was basically connected to certain of my philosophical aims. So I defined my business, in the Pull Down Menu, as a Non-Profit business. It was a very grievous mistake.

A huge legal quandary was opened up a single careless, inadvertent selection. My account was blocked. Both my bank a/c were also blocked, in the sense that I couldn't use them in any other Paypal accounts. Paypal was acting as per Govt of India instructions, that unless I was properly licensed to run a non-profit organisation, I stood as an outlaw. The gist was that I would be using Paypal for getting millions of dollars as International donation!

I was asked to produce documents to prove my licensing. [A minor intervention from PayPal headquarters outside India set everything correct.](#)

This much I have written just to convey an experience which might be a handy information at least to some other users.

FEATURES OF PAYPAL

You need to take an account in it. It is free. You need to give details of your bank. Paypal will deposit two quite minute amounts into your account. You need to inform them through a specific fill-in page about how much are these amounts. Once you do that, your bank account stands verified. You will be asked to connect a Debit/Credit card to your account. Recently I did it, Rs. 63 was seen debited from the account. [I do not know how it is done in GB, USA, Continental Europe and elsewhere]

Your PayPal account balance is automatically withdrawn to your local bank account daily, subject to the terms of the User Agreement. It can take up to 7 days to receive your funds in your bank account. This is, I understand, free of cost.

You can Send Payment. You may not have to pay any fees for this. The other party will have to pay a fee. For sending money from your account to another person, all you should produce is the other party's email.

You can Request payment. Or create an Invoice. There are settings for creating a neat invoice in Paypal.

You can also create an eCommerce page on your website. To integrate PayPal into your website is quite easy. Paypal will give you a code which you can insert into your webpage. This literally becomes the Pay or Buy button. The buyer, on Clicking this button will be taken to the PayPal page. Here he can pay from his own PayPal account or by using his Credit/Debit card. The money will arrive into your account. From here, your money can be withdrawn.

Recently I came across [Skrill Payment Gateway](#), based in Great Britain.

This is what is mentioned about them on Wikipedia:

[Skrill](#) (formerly Moneybookers) is a global e-commerce business that allows payments to be made through the Internet. For individual users, the Skrill payment system offers an online deposit account (e-wallet) and a low-cost, internet-based alternative to traditional money transfer methods such as cheques, money orders and wire transfers. To merchants, [Skrill](#) enables businesses to accept online payments: via major payment cards, Skrill's own online accounts & other local payment methods.

The Skrill payment system is owned and operated by [Skrill Limited](#), a UK-based company registered as a Money Service Business with Her Majesty's Revenue and Customs, regulated by the Financial Conduct Authority and licensed to operate within the European Union.

Try this link to visit their [Account Registration page](#).

Other Payment Gateways

Payment Gateways in Great Britain.

www.gocardless.com No set up fee

www.charityclear.com Monthly fee

www.sagepay.co.uk/

Check out by Amazon: sellercentral-europe.amazon.com It is basically a button to use on your site to allow customers to buy through Amazon.coms

www.stripe.com No set up charge. Quite comprehensive. Easy to set up. [Canada, UK, US, Ireland]

www.Worldpay.com

www.streamline.com

The following might allow **International Donations**

www.clickandpledge.com/

www1.networkforgood.org/

www.payments.amazon.com

www.gifttool.com/

www.qgiv.com/

Indian Payment Gateways

Most of them would require a lot of documentation.

1. Paypal
2. www.ccavenue.com
3. www.payu.in
4. www.payupaisa.comFree
5. www.Payzippy.com This is owned by Flipcart. No set up fee.
6. www.direcpay.com
7. www.buildabazaar.com/
8. www.zepo.in/
9. www.myshopify.com Gives you a shop Page.
10. www.regularpay.com/
11. www.airpay.co.in/

HIGH RISK PAYMENT GATEWAYS

Now we come to Payment Gateways which are willing to deal with online trades which other Payment Gateways shy off. These High Risk Payment Gateways generally may deal with some of the items, not all, that are mentioned here:

Adult, Pornographic, Webcam, Alcohol, Tobacco, Drugs, Drug products, Nutraceuticals (nutrition + pharmaceuticals), Travel, Debt collection, Gambling, Pyramid selling, Holiday clubs, Time share programmes etc.

It does not mean that these businesses are illegal. Just that some of the major Payment Gateways do not want to connect to these businesses.

Try Authorize.Net if your business is not illegal

www.zombaio.com proclaims itself as the real adult payment gateway. Has option to deal with live webcam content. No start-up fee. Daily payout.

www.ccbill.com

www.epoch.com

www.gspay.com/

www.pay-world.co.uk/

www.gtbill.com/

www.verotel.com/

OTHER eCOMMERCE OPTIONS

INTERNET BANKING

The easiest way to get money into account from others would be to ask the paying persons to deposit the money **directly into your bank account**. In your Website or in your invoicing email, give your **bank a/c Number, Name of Bank, Bank code** and **Swift code** [optional] (for inter-national depositing).

Mobile banking is also more or less similar to this. In this case, you can use your Mobile phones to connect to your bank site and conduct the transactions.

Other non-eCommerce option would be to ask them to send by Money Order or as a Bank Draft. These techniques are fast becoming outmoded.

ATM CARDS: These are also known as DEBIT CARDS. Generally they are used in ATM counters to withdraw money. Other associated services are can also be there.

In India, even though it is mentioned that ATM cards can be used for doing money transactions on Merchant sites, the fact is that only the certain exclusive bank ATMs are allowed. If the ATM cards of from ordinary banks are used, the transaction might fail, if it is an international transaction.

In such cases, the way out would be to use a Credit Card.

Try American Express

The Gist

The gist is that you can sell products, services and other things over the Internet using eCommerce. You should have a website when the paying individual can visit and get the information. However this is not a compulsory ingredient. For, you can even correspond over an email and have the payment link sent to him / her, or institution.

When you are using a Website with a shopping page, usually the eCommerce Payment Gateway company would insist on a number of thing on the webpage. These can be your terms & conditions, Refund policy and your contact details. Some Payment Gateways allow you to do business as a solitary person without a business brand name. Others might insist on a specific office with a Board and some governmental registration.

Phishing

Phishing is a very sophisticated [Internet based financial swindle](#) attempt. You can get an email saying that it is from your bank or your eCommerce Payment Gateway. They have had some problems with the site maintenance, and they want you to log in and see if your account is alright. A link is given. You click on the link. Your bank/payment gateway site opens. You are familiar with the website. It is the same site in every sense. You enter your Username and your Password, in a location where you are asked to enter these details to test the account working. Then you are asked to check your Transaction Password. The site says that everything is alright and you are thanked. Regrets are expressed for having taken up your time.

Now there is a part you missed. The url (domain name) of the website is not exactly the same as your bank's. There is a very slight difference. Not very noticeable and you did not care to notice. It is actually another website masquerading as your bank/eCommerce site. You have given your Username and Password to some unknown people. Without wasting anytime, they log into your account in the bank's real site and siphon off your money.

Precautions

You need to first know that no sane financial institution would ask for your Username and Password. For, it would be equivalent to asking for the keys to your cash chamber.

Emails from your bank would come in a very specific email address which is connected to the bank's name and its website url. However, fraudsters can acquire email addresses that can look quite similar to your bank's name and its website url.

There is no need to click on any link to reach the bank's website. You need to enter it as per the url given to you by the bank in the browser's address bar ([Omni box](#)). It would be good to save your bank's website bookmarked in your browser. When you want to visit your bank's website, you can then simply click on the bookmark in your browser.

Try Amazon, FlipKart, eBay &c.

VigLinks

Affiliate Marketing Companies / Companies offering
Affiliate marketing partnership

CHAPTER

AFFILIATE SELLING

Affiliate selling or selling through affiliates is another great business feature of online sales of products and services.

The idea is like this. There are Affiliate Marketing Companies. A lot of companies open an account with them. They then list their various products for being promoted by them.

A lot of website owners open Affiliate accounts in these companies. They select which all products they are willing to promote. In some cases, the product companies give automatic approval. In other cases, the companies scrutiny the affiliate application and may approve or reject it. Once approved, the affiliate can get links in the form of text, Banner and other items. This they have to post on their websites.

For example, if it is computer sale they are promoting, the promoted computers photo or a text link would be pasted on the web page. Inquisitive visitors would click on the web page, which in turn would open the product company's shopping page. Here, if the visitor is interested, he would buy the product online. The clicking as well as the buying would be recorded in the Affiliate account. The affiliate can open his account and see the details. He is eligible for a percentage.

If you are having a product or a service to sell online you can also open an account in any of the affiliate marketing companies. On the other hand, if you want to generate some revenue from your website, you can apply for an affiliate link.

You can get Affiliate Marketing links in Amazon, Flipkart, eBay etc. also.

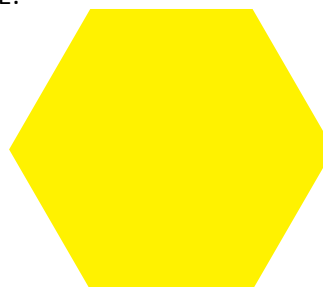
There are some companies that give affiliate marketing links directly to other websites/individuals/institutions to promote. You can apply to them also for the same.

VigLinks

This is an affiliate linking with a difference. You first take an account with [VigLinks](#). Then from the huge list of products and merchants, you simply take the link and post it into your site or email. I think you can even simply take a product directly from many sites and post them into your site, if you have installed the the codes given by Viglinks. Viglinks will convert those links into an affiliate link. When anyone clicks into your site and buys anything, you will get the mentioned commission. I understand that Vigi links will override other affiliate links encoded inside the webpage. For details, [CLICK HERE](#).

READ [Google Adsense](#) and [Google Adword](#).

**Affiliate Marketing Companies /
Companies offering Affiliate marketing
partnership**



ADWORDS

ADSENSE

Chapter

GOOGLE ADWORDS & ADSENSE

Google Adword and Adsense are two sides of the same coin. Adword is where you can advertise your products and get sales of your products and services. Adsense is where you can generate revenue by running Adwords advertisements and get a commission whenever any one clicks on an Adword ad.

ADWORDS

If you have a website connected to electronic product, home building, tourism, holiday homes or any other item, you take an Adwords account and set a spending limit like 5 USD per day or only 5 USD altogether. Suppose you want to people coming to Nepal to stay in your holiday staying houses. You create a list of Keywords like Nepal, Himalayas, Mount Everest, Ghurkha, Mountain Climbing, Mountaineering, Skiing, Tibet, Buddhist, Snow sports, Winter sports and many other connected things. Then your need to create a small ad like this: Best Holiday homes in Nepal. And give the link to your website. You can set in which part of the globe the ads should appear.

Once you have paid the money to Google (by online payment mostly), your ads will appear in the Google Search Pages, whenever anyone searches for any of your Keywords. A small snippet ad will appear, with your link embedded into it. When anyone clicks on it, your webpage will open in their device, computer or mobile. There they can either book the holiday home for a specific number of days, or they can contact you for further details.

Your money will not get spent when the ads appear on the Search Page. However when anyone clicks on it, a small amount will be taken by Google.

This is the gist of the Adwords machinery. However, Google will give the links not only in Search Pages, but also in every possible machinery, it has control over. It serves an astronomical number of emails and millions of video and Map views everyday, apart from Search Page views. Beyond all this, Google Ads do appear in so many sites and blogs, as well as in YouTube videos, which have taken an AdSense account. You do have a number of choices with regard to where your ads are served and when. Your money is spent only when someone takes an interest in your product or service.

Google does accept Video ads also for inserting in YouTube videos.

ADSENSE

To a great extent, AdSense is the exact complimentary of Adword. If you have a website or blog page, or if you have posted videos on YouTube, you can submit an application for an AdSense account. In the case of YouTube videos, you need to apply for **Monetisation**. If your blog is Google's [Blogger.com](https://www.blogger.com), AdSense machinery is already embedded in it. Yet, Google will go through a review of your blog. They will approve your blog only if the contents pass a screening test. Sort of. Mine did not pass the test.

In the case of other blogs, I think that they will approve only if the domain name is owned by you. That is, you should have premium account in other blogging sites. I am not sure about this.

Now, whenever any visitor clicks on any Adword and other Google Ads, you will be eligible for a commission. Please bear in mind that you really need to gather a lot of viewers and readers to generate some solid revenue.

Do not click the ads that appear in your own sites, in the hope of generating revenue. Google will definitely smell it out and probably your account would be closed. You might end up with a Black mark.

MY RECENT DOCUMENTS

Finding Files in your computer

Hide files/folders

Prevent stealing of data from your computer

BitLocker

INTERNET HISTORY

How do you hide a file and file details in your own computer from prying eyes?

ITEM 1

ITEM 2: **Hiding Online**

The way to hide your IP

Spying on Computers

VIEWING HIDDEN METADATA

Chapter

DIGITAL HIDING

IP, Digital hiding (camera, Photoshop), Tor Browser, Incognito, Removing history, removing from Recent files, Emptying Cache, Emptying Temp folder, Metadata

When you work on a computer, create a word, image, video or audio file, take a digital photo and do such other things, or do anything on the Internet, certain things connecting to your computer or your Internet connection, including your location, might get noted and get embedded into the file or notified on the website. Just like in life, whatever you do or wherever you move to, you create imprints. This has its positive as well as negative aspects.

Generally these are the things that can get encoded as hidden or non-hidden Metadata:

Author name, Previous author name, Computer name, Date of creation, Date of editing, Program on which it was created, Program from which it was converted to this file format, Comments, revision marks from tracked changes, versions, and ink annotations, Document properties and personal information, Headers, footers, and watermarks, Hidden text, Hidden rows, columns, and worksheets, Invisible content, Off-slide content, Presentation notes, Document server properties, Custom XML data, Camera name, Camera Owner's name, Geo-location of the Image, Time the photo was taken etc.

If you want to convey your identity to some end users who use the file, it might be a good idea to code your details into the Metadata of the file. So that, if the file is given to end users, by a middle group, they inadvertently might convey your details also to the other side, when they share your file to the end users.


On the other hand, you might be the middle group. You do not want the file creator's details to move to the other side to whom you are sharing the file. You need to remove Metadata details.

This is only a small example.


Just to list the ideas on how to hide your details/files/information:

1. Computer User Access set up with Password
2. Hide a file/folder
3. Restrict access in a MS Office file
4. Encrypt a document: Password access
5. Inspect document for hidden Metadata and remove them

All these have been mentioned and discussed earlier. If you are doing anything that **you really want to hide**,

- 
1. Don't give your own name or your company or any connecting link name to the computer.
 2. Do not give your computer disk partitions, any names that link to you.
 3. When editing photos taken by your camera, instead of posting online an edited version of the same, take a Screen shot of the Image and then edit it and post it online. In this case, it might be possible to remove all traces of the digital camera Metadata.
 4. Use a professional Metadata removing software.

MY RECENT DOCUMENTS



If you have opened a file in your computer, it will show in the My Recent Documents. If that link is clicked, that file will open. Even if you hide the file, this click will open it. If you Right Click on the link, and Click Properties, you will be able to see the route of the file. It will exactly inform **where the file is located**. Even if it is hidden.

Changing the name of the file may not always help you. In certain computer settings, even if you change the name of the file and the folder, the link will find the file. This is due to default settings, or due to certain settings done in Windows Media Player.

Moreover, the Properties might give a hint about the location of these file. Even if you change the folder name or even if you relocate the file, it might be linked and will be opened by this link.

So one of the safe means of hiding your tracks is to remove the link from the **My Recent Documents**.

In [Windows XP](#), My Recent Documents are in a folder. This is the route to it. First go to Control Panel, Folder Options and set Show Hidden files.

Next Click My Computer – C Drive – Documents and Settings – Your User Name folder – My Recent Documents. You should delete from the list whatever you do not want others to smell out from here.

Finding Files in your computer

You can keep pictures, text files, and videos in your computer in various locations. To go and find them individually without any particular idea is not easy. However, a simple Search, or a Control F command Search in any disk partition, C, D, E etc. or in a CD/DVD/Pen-Drive location, will bring out what you searched for.

If you give any part of the text inside a text file, the computer will Search it out.

Hide files/folders

This has been explained in detail already. You can hide your files/folders by ticking the Hide box in Properties

If you so desire, you can enquire about these software, which are primarily aimed at some level of digital hiding

1. PDF Metadata Remover
2. My Privacy
3. Document Trace Remover
4. My Privacy Multi-User
5. My Privacy Total
6. Smart Data Scrubber
7. Folder Lock

Trial

Prevent stealing of data from your computer

Data can be stolen from your computer using CD/DVD writers, USB, Internet etc.

You need to make your CD/DVD writer Read only, when you are not personally using them. Moreover, your USB ports should become inactive when your computer is being used by others.

There are software that can do this. Try this one. Download Trial.

Product details are [here](#):


BitLocker

In Windows 7, there is an option known as Bitlocker. You can lock any Hard Disk partition like the C-Drive, D-Drive etc. with Password access. You need to keep the password in a very safe location.


When you do this encryption, Windows will place a Notepad file with a Bitlocker Recovery Key. This key can be used if you happen to lose your password. However, you need to be very careful about this. For, if you happen to lose your password, and use a wrong password, a Key recovery option will arrive. If you simply do a Search use this Key, the file containing the Recovery Key can be located. Once you click on the link that appears, your Recovery Key file will open. You can use this Key to open your disk partition.

Now this is the issue. **Anyone else can also do this.** And open the disk partition. So, it would be prudent to remove this Recovery Key file from the computer and keep it elsewhere. Or lock up the information in some Password locked MS-Word file.

INTERNET HISTORY



This is a place where all your Internet activities are recorded. You need to delete whatever you do not want others to know of. If you do not want your computer to record your visits, you need to use the **Incognito browser**. See [HERE for Details](#). Or use an **IP hiding browser**. See [HERE for Details](#).



How do you hide a file and file details in your own computer from prying eyes?
OPTIONS

ITEM 1

1. Give an Administrative password for the computer. Set it in the Control Panel, User accounts. Set it that your files cannot be seen by other users of the computer. Put your files in your My Documents. If needed, hide the file or folder, using Folder settings in Control Panel. AND RightClicking on the file/folder Icon [CLICK HERE](#)
2. Do not allow unauthorised access to your computer.
3. If you allow another person to use your computer in your absence, it is quite possible that he or she would try to pry into your files, by doing a text, image or video search.
4. Put a password lock on your MS Office, PDF etc. files.

5. Don't keep the secret files in your computer. Keep it in a USB. Or send it as an attachment file to yourself. Or keep it on [Google Drive](#) or such other facilities given by Microsoft (live.com) etc.
6. Attach/embed that file inside another file. And Password lock that file. If it is an image, it can be easily inserted inside an MS Word file. Flash files can also be thus embedded. Most kinds of files other than executive files can be embedded inside PDF files. You need Adobe Acrobat for this.
7. Delete the file in case of any critical situation of it being discovered. However, use SHIFT DELETE, otherwise the deleted file would simply show up in the Recycle Bin, from where it can be restored by a simple RightClick and Restore.
8. Remember that deleted files do not usually vanish from the Hard Disk. In most cases, a simple SYSTEM RESTORE will bring back the files to their original location. Or else, data recovery software can bring them back. If it is a hiding from professional seekers, it might be good to remove SYSTEM RESTORE, before you SHIFT-DELETE. So that, a simple System Restore would not bring back the deleted files.

In cases where the hard disk might be taken for inspection by prying persons, remove all important files in an external disk (hard disk, USB, DVD, Online storage etc.) and format the drive in the computer. After that put all the files, minus what you want to hide, back into the computer disk.

NOTE: Even when you do a Formatting, the actual data inside your Hard is not really wiped out. A Data Recovery software can bring out your data. The best option would then be to use a Hard Disk eraser software. I have not used any of them. So cant say anything more.

Or Try this
[Hard disk eraser](#)

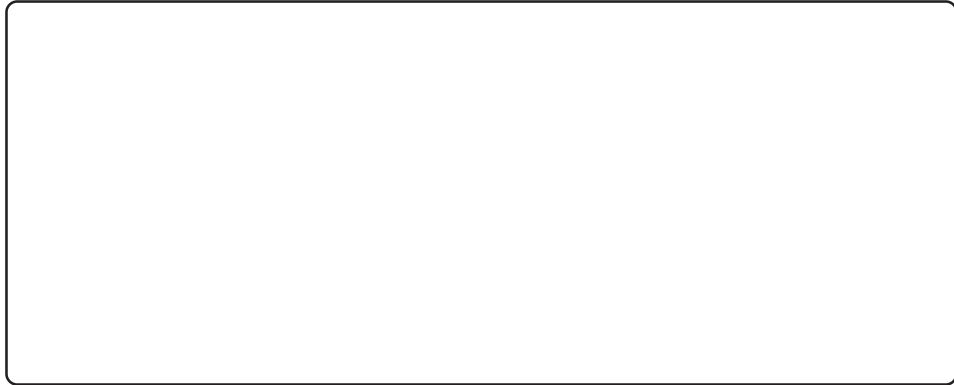
You can check these software. Some of them do have trial versions.

Disk Doctors NTFS Data Recovery - End User Lic.
 Disk Doctors NTFS Data Recovery - Enterprise Lic.
 Disk Doctors NTFS Data Recovery - Expert Lic.
 Disk Doctors FAT Data Recovery - End User Lic.
 Disk Doctors FAT Data Recovery - Enterprise Lic.
 Disk Doctors Linux Data Recovery - End User Lic.
 Disk Doctors Linux Data Recovery - Enterprise Lic.
 Disk Doctors Linux Data Recovery - Expert Lic.
 Disk Doctors Email Recovery (DBX)
 Disk Doctors Instant File Recovery
 Disk Doctors Outlook Mail Recovery (pst)
 Disk Doctors Undelete
 Disk Doctors Photo Recovery (Win)

Disk Doctors Data Sanitizer
 Disk Doctors Windows Data Recovery
 Disk Doctors UNIX Data Recovery (Solaris)
 Disk Doctors Mac Data Recovery
 Disk Doctors Photo Recovery (Mac)
 Disk Doctors Smart Email Backup
 Disk Doctors Drive Manager
 Disk Doctors File Shredder
 Disk Doctor File Shredder
 Disk Doctor Drive Manager
 Disk Doctor Smart Email Backup
 Disk Doctor Photo Recovery (Win)

Or you try this CD from Amazon

9. One method to hide text in an application like MS Word or Adobe PageMaker, would be to give the Text colour as the same as the background. For example, See [this TEXT](#). It is slightly visible. If it were to be made fully White, it wouldn't be visible. However, selecting the text area and turning the total text into a different colour would show it in MSWord. In PDF, a simple selection of the fonts would do the trick. However, the examining person should know that text is hidden in a particular area. But then, this trick wouldn't fool a Text Search. Like a Control F command.



- a. In a publishing software like [Adobe PageMaker](#) etc., you can take an item including text, image etc. behind another item by means of the Arrange Tool. The hidden text can be given the same background colour. Images can be hidden behind other images.

10. **Empty Cache memory** before allowing anyone to use your computer or if anyone is going to inspect it, if you have anything you do not want others to see.
11. Empty Temporary (Temp) folder. Its location can be found by first going to Control Panel, Folder Option, and then Show Hidden files. The location of Temp folder is usually this: C:\Users\<username>\AppData\Local\Temp. However this path wouldn't be visible unless you go to Folder Options in Control Panel and set Folders to Show Hidden folders

There is a way to get the path to the Temp folder. See the Images.

Once you arrive at the Temp folder, open it, Select All [Ctrl A] and then Click delete.

12. Next is to use a professional Tool for removing all digital identification inputs from your files.
13. If you have secret files that you do not want others to see in your computer, be very wary of sending the computer to another place for repairing. Especially if you are giving it in your local area. Technicians who know you personally might be interested in knowing the hidden side of your personality, of which your computer can be a repository. Technicians can very easily find hidden files, at the click of a few keyboard keys. In such cases, send the computer to some place where you are not known personally. Or else have the technicians to do the work in your presence. Very frankly insist that he should not open any files or folders, if he shows any inclination to do it. However, that might itself give wind of something juicy inside that location. One place they used to open in old time computers was the My Pictures folder in My Documents.

Find a technician who is quite busy with his work, is committed and is trustworthy. For, giving your computer to him is like handing over your extremely secret diary to him.

14. When you have played a video in your Media player, and you do not want others to access it, you need to remove it from the played videos list. Otherwise anyone opening the Media player would see the name of the video you have played. One wise thing to do, is to change the name of some very obviously noticeable file names to something ordinary, before storing and playing the video.

I do not know about every media player. However, in Windows Media Player, I have not yet noticed a technique to remove the video name from the Played video list. It would be there. However, if you cant find such an option, the only option would be to play a lot of other usual videos momentarily (for a few seconds), so that the other video's name gets push off from the list.

Another thing to be quite wary of is this: You play a video. Then you close the Media Player. After sometime another person uses the computer. He or she opens the Media Player and simply clicks on the Play button. The video you played would in most probability open. To avoid this, the best thing is to play something else. And change the name of the video, if you do not want others to see it. And change the folder name, where you keep it. However, in many cases this might not be enough. You might need to change the Media Player Settings.

15. When you use your computer, the lists of things you have done on it is recorded. An easy access to this information can be found in My Recent Documents in Windows XP . In Windows 7, each program that you have used would bear tell-tail links. See [HERE for Details](#)

16. When you use the Internet, your doings are recorded in the Browser History. Clean this history, Clean Cache and Remove Temporary Internet Files. Otherwise, anyone can see where all you have been. See [HERE for Details](#)

ITEM 2

HIDING ONLINE

Now we reach out into the realm of hiding one's identity online. There is the IP number to be wary of. Internet Protocol Number is just like a phone number. Whatever one does online can be traced to the IP number. This IP would be from a home. Or office. Your Mobile gadget. Or some other similar thing.

If you do not want an internet activity to be directly connected to you, one easy trick would be to use some other person's Internet Wi-Fi connection which is not encrypted (Not password protected). However, this has moral and ethical implications, apart from being an illegal thing to do. For whatever you do will arrive on the Internet under that connection's IP. For, this very reason, it is safer to encrypt your own Wi-Fi connection. So that others wouldn't be able to use it, without your permission.

1. Hiding your Internet activity in your own computer can be done by using **Incognito browser** in Google Chrome. Most other browser applications do have their own versions of the same. What you do online cannot be traced from your computer when you use them. But be wary of saving Online Passwords etc. in this browser. Check if the browser would save it. If it does, it might reveal your paths.

However, what you do online would still be recorded in various websites you visit.

The way to hide your IP

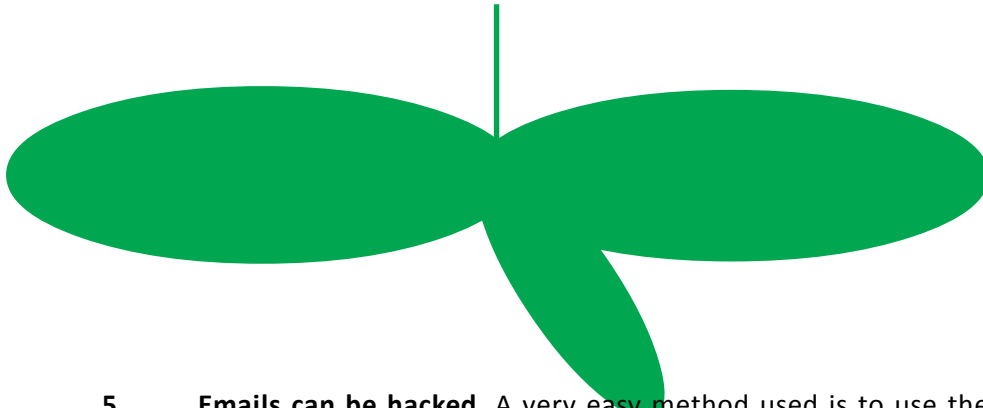
2. Download Tor Browser. This is free. You can use it to hide your IP from the websites which you visit and where you might do some postings. Moreover, most national governments wouldn't be able to collect user data from it.

This is a very easy to install software. In fact, there is no installation. All you need to do is to download Tor Bundle. Then open the package, and create a shortcut to Desktop. This shortcut Icon would be your switch to initiate Tor Browser.

3. VPS IP hiding services.

I have sourced out one such service. You can visit them from here.

There is this one also. I do not have much idea about what all benefits they give. You can visit them from this link.



5. **Emails can be hacked.** A very easy method used is to use the username to log in and mention that the Password has been lost. Some email providers ask certain questions, and if the answers seem correct, the hacker would be provided link where he or she can set a new a password.

I ought to know about it. For, there was a period when my email was opened elsewhere. However, when I got wind of it, I changed my password and set the mail with Mobile Phone activation.

Now, I do not see my Gmail being opened elsewhere. However, when I sent letters, I have noticed that certain links are followed from elsewhere, where I did not sent the links, almost within minutes of sending.

What is that supposed to mean?

Well may be someone who has had access to my mail, must have set a mail forwarding option in my mail settings. I need to check that. Or he, she or they might be able to intercept my mails

Use a complicated password, a combination of alphabets, numbers and symbol. If the email server allows it, allow mobile phone based verification. In which case, if you are opening your email from a different computer, a code will come in your mobile phone, which you will have to use to access the email. Gmail has this facility.

I came across one software for encrypting Emails, quite inexpensive compared to Certificate-based encryptions. I have not used it. Visit this link

Recently Google has proclaimed that all gmails will be encrypted. So that it cannot be intercepted on its way to Google and when it is coming from Google. That might be a great deal of help in securing the emails.

Gmail asks for other emails, to give you your password, if you lose it. Other eMail companies might also have this facility.

There is a facility in Gmail to know **about your account activity**. You can see from where all your account has been opened in this report.

[You can set it here](#), to inform you if there is any suspicious activity in your account.

Also check this Google page on what to do, if your email is being opened by others.

6. In almost all websites, where you might want to post, comment, upload text or image files, they would ask you to log in using an email. So even if you use an IP hiding program to visit the website, this email link can connect your posts and activities to you.

If you try to take an email account in any of the major emails, like Gmail, live.com, yahoo etc., they would ask you for a phone account verification. When your IP points to another country, this cannot be done. And if the phone verification is done, then the email would connect to you. So, when you hide your IP to take an email account, try for some lesser known emails, which wouldn't bother about a phone verification.

However, bear in mind that there are no way you can do something without making a footprint somewhere. However, the more complicated it is, the more difficult it would be to trace you.

You can try out anonymous email services. Some are paid service with a lot of features to help you hide your identity and path online.

[CLICK HERE](#)

There are sites offering this service for free also.

Take an extra careful step of using an IP hiding web browser when doing this. Especially when using a free anonymous email service.

7. Even though not many websites would take much interest in knowing you personally, there would still be some malicious sites which might try to trace you. There might be some offers to you to download some files, which when opened in your computer might broadcast your whereabouts, when you are not using the IP hiding browser. Do not open certain type of files when you are using Tor browser. They can reveal your real IP. [See details here.](#)

8. Before sending or posting online: In all kinds of files where you cannot use the Tool **Inspect Document**, go to the location where the file is located, Right Click on the file, and Click Properties. Remove all inputs which you do not want anyone to see. If required, you give fabricated inputs, like another name etc. However, dates connected to creation and updating etc. might remain. If you want any absolute removal of all Metadata, you can try out a Metadata removal tool.

9. There is another very safe procedure, which may not be liked by everyone. That is, Do not name your computer by any name that connects with you, your company, your designation etc. Do not give the files any names connected to you. These all are common identity revealing hotspots.

10. When you take a photo or a video from your digital camera, details about you, and your whereabouts stored in the camera can get encoded into the photo or video. The best option to escape this is not to give any personal details into the camera, if you want to it to shoot items, which you want to post online clandestinely. You can visit these links to see what all details can be divulged out from a digital photo. [Wikipedia](#) and [this one](#)

If you are intending to post your Images clandestinely online, Edit the image in a software like Adobe Photoshop, in a computer in which the computer name, the Log in name and the Software owner name do not match your credentials. If possible take a Screen Shot of the edited picture, in which case the Digital Camera Metadata might not enter.

Or use some EXIF (Exchangeable Image File) data remover software. I understand that [this one is free](#).

In the near future, there might be huge issues of identities of people who have posted nude images of themselves being revealed. And the digital camera companies themselves may have to face huge legal implications for collecting and dispensing personal information without acquiescence from camera users.



11. When speaking about digital spying, it would be proper to mention that there are software available for spying on Mobile phones and hearing conversations. I do not have any personal experience in using them, but then see this link to one of the reputed Mobile Spy programs.

Spying on Computers

Many agencies including the governmental ones and private corporations who seek copyright infringement being done, do spy on individual computers. In fact what can be found out from inside the computers can be of shocking levels.

The most legitimate use of this spying is by private investigators about the downloading of copyrighted materials without paying for them. This would include movies and music. Even though many people do not find anything wrong in such copying, the fact is that it does amount to stealing. Especially when done by individuals who can afford to pay for the same.

Without going into the moral and ethical issues, it may be mentioned that there are software available, that do protect individual computers from being thus spied upon.

The first one to be mentioned is the free PeerBlock

The other options are these

You might get to know with which all entities your computer is communicating with, without your knowledge!

VIEWING HIDDEN METADATA

1. Go to the file location, Right Click on the file Icon. Click properties. You might be able to see a few items like Author (which might mean the User's log in name, if the file author's name has not been specifically inserted in), File creation date, and some other data. .
2. More detailed information might be derived by using some professional Metadata extracting software.
3. Metadata from digital images can be extracted using such software as **exiftool**. At the minimum, it would divulge geo-location information within very narrow parameters.

FORUM PAGES

IMAGE EDITING FOR FORUM/BLOG

Portrait Size images

Chapter

BLOGGING

Blogs are simply web pages where you can write your thoughts and other things for others to read, comment upon and to debate on the same site. Even though in many nations, the media had given an impression that blogs are something from which one can make a lot of money, it is not correct.

However, you can strive to make money through various kinds of advertisements. For that you need to take an account with Google AdSense or connect with some affiliate marketing company or product.

The easiest to join would naturally be the **Blogger.com** which is a part of the Google Apps. This has been discussed in ANOTHER PAGE. Since AdSense is part of Google, this monetisation scheme is more or less embedded into the blog. However, you will still need to go through an approval procedure.

Another quite interesting blog site I have come across is the **blog.com**. It does seem to be quite attractive.

Then there is the Tumblr.

Activeboard

There are many others, no doubt. Like the <http://wordpress.com/>, which is quite popular.

FORUM PAGES

Forum Pages are slightly different from blogs. That is my understanding. Blogs are more or less personal, with other persons joining to comments. However, the main posting person is the administrator of the blog.

In the case of Forum Pages, there are Administrators and moderators. However, in this case, anyone is allowed to initiate a topic. There are Forum pages on various topics.

I think one can start a Forum page with most of the blogging sites. For example, with Active board, one can have a blog as well as a Forum Page. All it requires is to give the new Users the right to start New Topics.

I am giving a minor list of Forum Pages. Just a few. You can search for any topic you want on Google.

Dog Rescue Pages UK:

SkyscraperPage.com

Grace Cathedral

IMAGE EDITING FOR FORUM/BLOG

Images taken from digital cameras can be heavy in MBs and in dimension. There are different Image editing Applications available. However, since I usually use Photoshop, I can mention what I do.

Open Photoshop

Open file

Click Save for Web

Select JPEG

Change size to 30%

Click Apply

Click Save.

My aim is to reduce the file size both in bytes as well as in length and breadth (proportionally). Beyond that I need to create standard sizes for Landscape shape images (longer horizontally), and Portrait images of individuals face (longer vertically). Once the size is low, they will open faster. Beyond that huge images can be irksome to view. Some site will automatically reduce the files' dimensions. Others might not.

You get a reduced file-size file. Moreover, if you always go for 30%, for images from the same digital camera, a standardisation will set in. All your landscape images will have the same size on your blog or forum page.

If you want, you can change the images to higher than or lower than 30%.

Portrait Size images

Here it is better to save a standard size in your computer.

Open Photoshop.

Open new.

Change Mode to RGB colour.

Set image size to whatever you want.

For your convenience, I am **setting here as**: Width: 175 pixels and Length 210 pixels

[You can do this setting in Menu also].

You can change the Resolution to whatever you want. However, for online postings, I believe 72 is okay.

Save this size into your computer as **StandardSize**.

Keep this **StandardSize** file open.

Open your image.

Click Move Tool

Click on the New Image, Drag it into the **StandardSize**.

Inside the **StandardSize** also, you can move the image here and there. Position it where you want.

If the Image size is not suitable, Click Ctrl T. You will see a big rectangular frame enclosing the image.

Hold the SHIFT Key pressed down, and then Drag the sides of the image to a size you like. When the SHIFT Key is pressed down, the Dragging would change the size proportionally.

After the size is set, Click on the Hand Tool. Immediately, you will see this

Click Apply.

Now, you have the correct picture of the individual's face. You need to Save for Web.

Here you need not change the size. For, you have already set the size.

This setting of size can be done in the Landscape also, before you go Save for Web. That is another route to achieve the same result.

Save for Web gives images of low file size. For most digital viewing, low file size images are okay. However, when it comes to printing outside a digital media, low file size images may not be apt. They would give very poor results.

Chapter 16

Keyboard, Typing

Alphabet Keys

Number Keys

Right Click Key [Menu Key]

Print Screen Button

CONTROL KEY

Keyboard Shortcuts using Ctrl Key

ON SCREEN KEYBOARD

TYPING

LEARN TYPING

Chapter

Keyboard, Typing

The Keyboard is the main input machine for the computer. It would be good have a general idea about what all things are there on the Keyboard.

On Top are the Function Keys. Even though each one of them is assigned certain function/s, it is not necessary that you should know them to use a computer.

On the Bottom, you will find the **Ctrl** [Control], **FN**, and **Alt**, among others. If you Press **Alt** and **F4** (on top), any program that is open on the screen will close. _____

F1 usually open the Help [User Guide] Page

F2 usually if a folder, file or icon is selected, it will be set ready for Renaming or for Copying of name.

F3 Opens SEARCH function.

SHIFT F3 in MS Word will change a single selected word from Small letters, to first letter Capital and then to Full CAPITAL.

F4

Alt F4 Close program open on the Screen.

Ctrl F4 Close open window inside the current active program in MS Windows.

F5 Refresh Desktop. Also Refresh for Internet Browser window.

F6 Will move the CURSOR to the Address bar in Browser Windows

In MS Word, if there is more than one window open, CTRL SHIFT F6 will open the next window.

F7 Grammar/spell check

SHIFT F7 will open Thesaurus in MS Word.

F8 Connected to entering **Safe Mode** in **Start up**. **Agree button** in Windows Operating System installation.

F9

F10 Opens Menu Bar in an open program.

F 11 Full SCREEN in all browsers

F 12 Save As, in

Of these Functions given above, only F5 and Alt F4 are significant.

Now the Alphabet Keys

To the Left is the TAB.

It is used for jumping the Cursor a definite or pre-set distance, or to jump from one slot to another in certain boxes.

Alt TAB will give you a list of programs that are open. You can choose which you want to see.

Ctrl TAB will move the TABs in the Internet Browser.

Number Keys

In ordinary desktop Keyboards (not Laptop), there is a separate set of Keys for Numbers, apart from the one on the top area of the keyboard. Thus they have two sets of keys on each of them. If the Number Lock is kept switched on, the Keys insert Numbers. If the Number Lock is switched off, then the keys will move the cursor in specific directions.

However, in Laptops, there is no separate Numerical Keyboard. In which case, if the Number Lock is switched on, a particular set of Keys turn into Numerical keyboard.



Now, where is the Number Lock on a Laptop?

On my Lenovo Laptop, it is Switched on by Pressing Fn Delete [Fn Key and Delete Key]

On my HP Laptop, it is Switched on by Pressing Fn Scroll.

This Fn Key is usually found on the left lower part of the Keyboard.

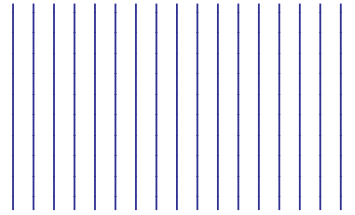
Right Click Key [Menu Key] is this See IMAGE: (It will act as if you have RightClicked with your mouse). It may be noted that by using SHIFT DELETE one can get the Right-Click effect.

You need to understand that the Right Alt key and Left Alt key are not exactly the same. There is a slight, yet significant difference between them.



Menu Key [Right-Click Key]

Print Screen Button is usually on the Top Right. Press it, and you will get the entire screen Copied. You can Paste the entire picture into any text or image application, including MS Word and Adobe Photoshop.



In my HP Laptop, PrintScreen is **Fn + PrintScreen**.

Print Screen is a facility by which you can take a snap shot of your computer screen. It is a very useful facility. For example, you want to discuss with someone far away, about some feature on a website and how it is reacting to certain user actions, you can take a Screen shot of the website before and after the action. You can send the two images to the other person by email, and explain the issue correctly.

The keyboard key used in this is generally having the word: **PrtScn** or something similar.

Computers with **Windows 8**, have three options.

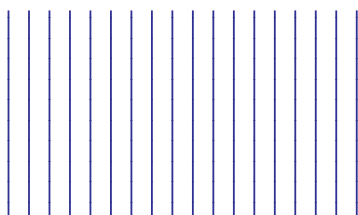
1. Take a Screen shot and have the image automatically saved as a file in the Pictures Folders: **PRESS the Windows logo key Windows logo key+PrtScn**.
2. Simply take a snap of what is on the screen. This image can be pasted in any image editor or Word file and saved as you like it: **Press PrtScn**
3. If there are more than one windows open on the Screen, you can select the window you want to take picture of, by clicking your mouse on it, and then take a snap of that window alone: **Press Alt+PrtScn**.

In Windows 7,

1. Take a snap of the full Screen: **Press PrtScn** . You can paste it in Paint.
2. To take a snap of an active Window: **Alt+PrtScn**. You can paste it in Paint.

In Windows XP,

1. To capture the Screen image, Press **Fn + PrtScn**. You would need to paste it into some other application like Photoshop or MS Word.



CONTROL KEY

You can see it as Ctrl on the left bottom of the keyboard. It is also there on the right side. In itself, it doesn't have much function. However, when it is pressed along with other keys, it does have significant functions.

A list of such functions is given below.

Ctrl+A	Select all
Ctrl+B	Bold
Ctrl+C	Copy
Ctrl+D	Font window (MS Word); Add to bookmarks (Browsers)
Ctrl+E	Centre alignment (MS Word);
Ctrl+F	Find
Ctrl+G	Go to (Page number)
Ctrl+H	Replace; History
Ctrl+I	Italic
Ctrl+J	Justify
Ctrl+K	Insert hyperlink (MS Word)
Ctrl+Shift + K	Full Capital
Ctrl+L	Left align (MS Word)
Ctrl+M	Move paragraph to the Right (MS Word)
Ctrl+N	New (window, document &c.)
Ctrl+O	Open
Ctrl+P	Print
Ctrl+Q	Quit application
Ctrl+R	Right align (MS Word), Refresh page;
Ctrl+S	Save
Ctrl + Shift + S	Apply style
Ctrl+T	Open new Tab in browsers
Ctrl+U	Underline

Ctrl+V	Paste
Ctrl+W	Close Tab in browsers
Ctrl+X	Cut
Ctrl+Y	Redo
Ctrl+Z	Undo
Ctrl+ Shift+Z	Redo
Ctrl+[Decrease font size
Ctrl+]	Increase font size
Ctrl + =	Toggle font <small>subscript</small>
Ctrl+ Shift + =	Toggle font <small>superscript</small>
Ctrl+ End	Bottom (bottom end of document or window)
Ctrl+ Home	Top (start of document or window)
Ctrl+ Insert	Copy
Ctrl+ PgDn	Next Tab
Ctrl+ PgUp	Previous Tab
Ctrl+Tab	Next Tab
Ctrl+ Shift+Tab	Previous Tab
Ctrl+•Left ArrowKey	Previous word
Ctrl+ Right ArrowKey	Next word
Ctrl+ Delete	Delete next letter/s
Ctrl+ Backspace	Delete previous letter/s
Ctrl+ Shift+ Esc	Open Task Manager [Windows 7]
Ctrl+ Alt+ Del	Open Task Manager [Windows XP]
Ctrl+ Alt+ Del	Reboot [Windows 7]

Of these you much be comfortable with Copying, Cutting, Pasting, Undo, Left alignment, Right alignment, Justify, Centre alignment, Save &c. However, it is quite easy to memorise a lot more if you work regularly with computers.

ON SCREEN KEYBOARD

There is an **On Screen Keyboard** available on MS Windows. Open Search. That is,

Start Button and then Search.

Into the Search Box, enter: **On-Screen Keyboard** and start the search. Within a few moments, you will see the link to the **On-Screen Keyboard**. Click the Link to open the Keyboard. [In Windows 8, it might appear directly without you having to click the link]. You can use it with your mouse or with any other pointing device.

TYPING

Now to typing. Typing is a skill that needs to be learnt right from infancy. Once this is done, then typing becomes an innate skill.

Feel the keys **F** and **J** with your fingers. You will find a **small protrusion on them**. That is the sort of anchor points on to which your two forefingers must latch on to. You can move your fingers all around keeping this location of the forefinger in mind. Once you become aware of these points, without even looking at the keyboard, you can place the fingers in the correct position.

Learn to type in English. I do not know about all languages, but then in Indian languages, if you learn to type one language, the keys are more or less the same for all the same letters in other Indian languages. That is my belief. I have not had the chance or inclination to test the correctness of my contention.

For **Unicode typing**, [Click here to read more](#).

LEARN TYPING

Now coming back to English typing, there are many software free and paid versions available that can help your learn typing. There is one good software for learning typing. It has a lot of features. Use the Weblinks given below to acquire a trial version of the same.

If possible install a **Typing Tutor** program on the computer and encourage your child/children to practice on it. For, an ability to type fast on the key board, learnt at an early age could later on turn out to be a great advantage for your child.

TRIAL VERSION

PAID VERSION

It is best to use a specific Keyboard or a specific brand of Keyboard. For, it has been found that different companies bring out keyboards in which certain keys, like the Shift, Control, Delete, Home, Enter etc. are positioned a bit away from that in other brand Keyboards. If you do not stick to a particular brand/version of Keyboard, it might affect your typing speed as well as your computer using quality.

SEE A RANGE of KEYBOARDS for buying Online

Disk Clean

Defragmentation

Remove file indexing

DISABLING unnecessary Applications

Start-up Drag

Shutting down unwanted programs through the **TASK MANAGER**

Set up for Best Performance

Browser Drag

VIRUS SCANS

Computer Virus

Computer Worm

Trojan horse/ Trojan

Microsoft Office Diagnostics

CLEARING THE RAM

Chrome OS

Chapter

Methods to make your computer faster

I am mentioning a number of things I did over the years. I cannot vouch that all of them have been phenomenally effective. Or whether some of them are required. It is for you to decide whether you want to them. However, there was no harm that I had noticed.

Whatever one does, computers do go slow over time. Microsoft has a service page that can help you if your computer is slow

Open My Computer/Computer. Right Click on C Drive. Click Properties.

Do a **Disk Clean**.

Clean Disk would remove unwanted files in the Disk.

After that Click on Tool TAB. **CHECK the volume for errors**.

When doing the Scan Drive (Check Now), Check on these:

Automatically fix file system errors

Scan for and attempt recovery of bad sectors

When that is over, Do a **Defragmentation**.

Defragment would bring the files closer and thus improve the performance. However, in Windows 7, regular periodic Defragmenting schedule can be set.

Remove file indexing

RightClick on any disk partition icon, and **REMOVE Allow files on this drive to have contents indexed in addition to file properties**. I am not sure that this does improve the system speed. However, I have seen this step recommended.



However, if you do not want to completely remove Indexing, you can visit Control Panel,

Search for Indexing Options

Modify and do setting changes here. I have not done it. But it is seen mentioned as a viable alternative to complete removal of Indexing.

Windows XP

DISABLING unnecessary Applications

These are the most common things. However, there are other issues also involved that can make a computer go slow. One of these is that there can be many unwanted applications initiating on the computer and using system resources.

Click Start. Click Run. Type : **services.msc** into it. Click OK. You will get to see a huge list of services that are running in your computer. A lot of them have no use for your computer.

I have at times disabled many of the services. Some I just read the features and decide on them and if I think it is okay, I disable them. However, it might be wise to really understand what the service before you disable them.

Windows 7

These are links to some pages where you might get some information in this regard. Over the years, I have read many online writings to correct my computer issues.

Start-up Drag

If there is any program or application set to run at start up, consider removing it. Start – All Programs – Start up – Right click on any application mentioned and Click Delete.

However, there is way to disabling many installed programs.

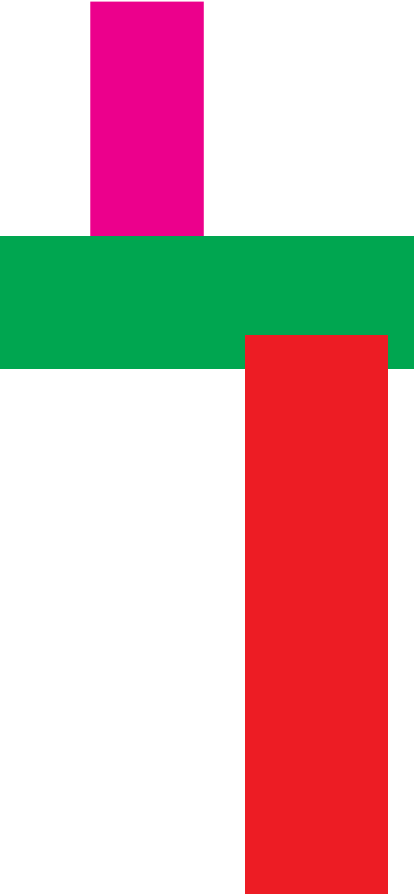
Click Start - Type **regedit** into Run . You will reach the Windows Registry.

The registry contains profiles for each user of the computer and information about system hardware, installed programs, and property settings.

Do not meddle withit without knowing what you are doing. See this Microsoft page for more information.

Shutting down unwanted programs through the **TASK MANAGER**

WHEN I open the TASK MANAGER in my Windows 7 computer, which has very few applications installed inside, this is what I see:



Everything I see are legitimate programs. However, I do not want them operating in the computer at this time. They slowdown the computer. See the IMAGES to see what I do disable.

It may be noted that if you close some applications, without knowing what it is, the system may shut down. If you have doubts, check online to find out what each of the process name signify.

Also before attempting to experiment with this idea, Save all your files. For if you close some of the items, the computer will shut down spontaneously.

Set up for Best Performance

Right Click on My Computer

Click Properties

Click Advanced.

Click **Adjust for best performance or Customise it**

Browser Drag

Beyond that I found that lower configuration computers find it quite difficult to manage modern browsers. Beyond that Gmail is also quite heavy for them. For example, in my 256 MB RAM Laptop, when I open Gmail in Google Chrome, the computer gets quite heavy and sluggish. Pages take time to move. In fact everything takes time. To a limited extent, what was given just above here, did help remarkably.

I would suggest that if your computer is of low configuration or if your Internet speed is low, go for the **Basic HTML version of Gmail**. For Gmail is a very heavy program with a lot of plug-ins and extensions. I understand that in the Basic HTML version, you will get the bare essentials only, which would not drag your computer.

Google Chrome might have a lot of background Apps. Some of them would continue to run even after you shut down Google Chrome. They will take up system resources and be a drag on other programs. So you need to see that they all close down when you close Google Chrome.

For this, Click on Settings in Google Chrome IMAGE. Go to the bottom of the page. Click Advanced Settings. Remove the Tick from: **Continue running background apps when Google Chrome is closed**. **If you are intending to do this, visit this Google Page for more information.**

VIRUS SCANS:

You can Scan your files for free from this Google subsidiary website. You can check any website also for malicious content.

Virus scans can and do bring down system speed. Especially in low configuration computers. In such cases, it might be prudent to uninstall the virus scan after a full system scan **if your computer is low configuration**.

Do not allow USBs/Pen-drives which have been used in other people's computers to be inserted into your computer unless it is fully formatted or, it has had a thorough Virus Scan with a latest updated Virus Scanner. In my experience, almost every time, I allowed another person's USB to be used in my computer, my computer did go into some trouble.

BitDefender

is a recommendable Virus Scanner

However, it requires a minimum 1 GB RAM

Download Trial

DIGITAL PATROL

might be good if your computer is low configuration. It is not very expensive also.

Buy link

Avasti

Trial can be downloaded from this link

From Wikipedia

A **computer virus** is a type of malware that, when executed, replicates by inserting copies of itself into other computer programs, data files, or the boot sector of the hard drive; when this replication succeeds, the affected areas are then said to be "infected". Viruses often perform some type of harmful activity on infected hosts, such as stealing hard disk space or CPU time, accessing private information, corrupting data, displaying political or humorous messages on the user's screen, spamming their contacts, or logging their keystrokes. Continue Reading...

A computer worm is a standalone malware computer program that replicates itself in order to spread to other computers. Often, it uses a computer network to spread itself, relying on security failures on the target computer to access it. Unlike a computer virus, it does not need to attach itself to an existing program. Worms almost always cause at least some harm to the network, even if only by consuming bandwidth, whereas viruses almost always corrupt or modify files on a targeted computer. Continue Reading...

Microsoft Office Diagnostics

If you use a non-pirated version of the Windows Operating System, a lot of protection is received.


There is a great tool in MS Office that more or less does a diagnostic test of your computer and informs you of the precise nature of the trouble or of impending trouble, including Hard Disk problems.

Click Start – All Programs – MS Office Tools – Microsoft Office Diagnostics

A Trojan horse, or Trojan, in computing is a non-self-replicating type of malware program containing malicious code that, when executed, carries out actions determined by the nature of the Trojan, typically causing loss or theft of data, and possible system harm. Computer Trojans often employ a form of social engineering, presenting themselves as routine, useful, or interesting in order to persuade victims to install them on their computers. Continue Reading...

CLEARING THE RAM

In low configuration computers, after some time of use of certain programs, the computers do tend become slow. It is said that the RAM needs to be cleared to make the computer move faster.

One widely mentioned technique is this. Right Click on the desktop. Create a Short Cut. In the (dialogue) box that appears, copy-paste this: `%windir%\system32\rundll32.exe advapi32.dll,ProcessIdleTasks` 

Click Next and Finish. It is said that Double Clicking on this ShortCut would clear up the RAM. It has to be done when the system is idling.

This claims has been disputed by some persons. However, there is also the claim that it does speed up the computer after it shows some system fatigue due to heavy work. [Read this dispute](#)

The best way to clear up the RAM might be a restart of the computer.

If you are using a webbrowser,

1. You can also Clear Internet Cache (Clear Browsing data) from Settings
- Tools – Clear browsing data.
2. You can Press F12 to open Developer Tools. Then keep your Mouse pressed on Browser Refresh button. Use the Options.

All this might help. However, if there are viruses and other malicious programs, your computer might still be slow. Some malicious programs may use your computer to broadcast SPAM emails through your Internet Connections. This also can slow your Internet browsing speed.

You can try a SpyWare and other malicious infections removal tool, which has Registry cleaning capacity and is also a Virus Scanner.

A restart might help, if there are no infections. However, the fact is that lower configured computers 256 MB and lower will find the modern Internet browsers windows of Gmail and other emails quite heavy to handle. [In which case, seek out the Basic HTML version. Gmail has this]. In the case of other WebPages, this much drag needn't be there.

If nothing works, do a C-Drive formatting and re-installing of Operating System (OS). You would need the OS CD with you, or you can download the same from the Microsoft website. Incidentally, Windows XP is being withdrawn from Support by Microsoft in the 14th of April 2014. That is what I read on Microsoft website. You need to upgrade.

Since Operating Systems have been mentioned, I need to mention **Chrome OS** that is already being used by some persons. It is still in an experimental version and is Linux based. The source code is free and if you have the expertise in Linux you can configure it. _____

Torrent

How do you start the Torrent?

Download BitTorrent

Hiding your IP when using Torrent

Chapter

Torrent

Torrent was something that I couldn't understand at first. Reading about it also did not help. Until one person who was actually a trainee of mine simply mentioned that it was a very simple thing.

What I gathered was this:



A huge file is in one computer. It can be shared with another computer (which has a Torrent application in it) if it is placed in the Torrent application of this computer. The moment the other computer gets it in parts, another computer (with Torrent) can get connected to both the computers and take bits and parts from each. Into this link another computer can also get in. It will start taking bits and parts from the other three.

Like that a huge number of computers can connect to each other taking and sharing bits and parts of the same file. At the same time, each these computers will have other huge files in their Torrent application, each one of which will get connected to different swarms of computers.

The torrent application can assemble these bits and parts taken from different computers and assemble them in the correct order in the collecting computer. Any computer can drop out of the swarm at any time without any problem to the Torrent download. At the same time, if more computers join, it actually helps the download.

Another good point is that you can stop/pause your download at anytime and continue at any later time. You can even keep your Torrent on download, when you are working on some other project.

This is the gist of Torrent
in ordinary words,
without technical jargon.

When installing any Torrent Application, as in the case with other software, take care that you do not give permission for the installation of other unnecessary software or Toolbars. Use the Customisation Option.

How do you start the Torrent?

First download one Torrent Client. Install it. If the installation file is not running, Right Click on it and go to Properties. Click **Unblock**.

Then whatever you want to download, you search for it, with the word 'Torrent' also in the search. Like : **Bible Torrent**

Visit the file site, and download the 'Torrent file'. When you run it, your Torrent application would initiate, and the download would start.

You can set the download and upload speed limits, with parameter like Low, Normal and High. [RightClick on the file]

You can download a free Torrent Client from this link:

To hide your Torrent online use, try this link. Tor Browsers may not be able to hide your IP when you use a Torrent application.

Please note that it is illegal to download Copyrighted files, including movies. You can get enough and more of legal Torrent files in certain sites. Visit this link for that:

Google

GOOGLE ENTERPRISE SEARCH

Other Search Engines

[Duckduckgo](#)

[Christian Search Engines](#)

[Islamic Search Engines](#)

SEARCH ENGINE OPTIMISATION

An online deceit

[Alexa's Pro tools](#)

Chapter

SEARCH ENGINES

An internet Search Engine is a software application or machine that can search for information on the Internet [World Wide Web]. The findings then appear in a page in some specific layout. Almost all the Search Engines are set to do the searching in an automated manner, by means of a web crawler.

Google is definitely the best. Google has a professional Search version also. The GOOGLE ENTERPRISE SEARCH

There are many other Search Engines, catering to different subjects and languages. You can see a few search engines listed [HERE](#).

Bing

Another one I would like to mention is [duckduckgo](#) which is mentioned as a Search Engine with anonymous search facility. The search did seem quite impressive, when I did a search on my penname.

Christian Search Engines:

SeekFind

Islamic Search Engines:

Islamsearch

Islamicsearchengine

Halalgoogling

SEARCH ENGINE OPTIMISATION

This is primarily the techniques employed to make a website more visible in Search Engines like Google.

One technique is to write something mentioning the website's name in many other online forums and pages. These pages themselves can be contrived ones, if needed.

Second idea is to give a lot of links from other sites to this site.

Third idea is to go on adding more and more textual and other inputs into the website. This will encourage the Search Engine Crawlers to visit the site more frequently.

Fourth is to add a lot of Meta tags and tags to your site. That basically means adding a lot of Key words that are commonly used by users in Search Engines. However giving unconnected Key words may not be quite effective. Some sites have even added a lot of keywords in their sites, in the same font colour as the page background. So, they are not visible to the visitor, but the Search Engine Crawler would detect and read them. However, modern Search Engines can detect when there is an attempt to fake and fool it, and they might even give a negative mark to that site.

Fifth is to submit your webpage links to the various Search Engine sites. For submitting your website on Google, [CLICK HERE](#). You can submit your News site, [CLICK HERE](#).

Even though the Search Engines might claim that the results that appear on their Search pages are not manipulated, my own experience has been that they can be manipulated. At least some staff members, who work in key positions inside the Search Engine Company can do. And some of them do do it.

There was a time when my books' name would appear in the Google Search list when a few words are typed. However, the search would not go anywhere near my books. However, when I got a chance to bring this anomaly to the notice of a particular Google department, there was speedy correction.

However, I do find that some of my writings have been blocked from search. Naturally this is not part of any Google official policy, but simply the antics of some personnel inside with insidious motives. Or someone who is acting as per the dictates of some external command centres.

A few years back I had my own slightly enlightening experience with dealing with some [Search Engine Optimising writing](#). On a freelance writings site, I got an offer from a person who published his credentials as an Indian, to write around 125 small articles about a particular business concern @ 2USD per article. I did it, but after sending the matter, the other side simply vanished. When I contacted the site administrators, they admitted they had only limited knowledge about that person. Later I found my writings in various forums online, promoting a different firm, at the rate of one per forum. When I found out the Search Engine Optimisation Company, and contacted them, they were willing to give more details of the person who had submitted the items to them, if I could send them a Court order to that effect.

You can find my original writings [HERE](#). I have removed the concern's name which I had written. If you do a search online by simply copying some text from this, you will be able to find the Search Engine Optimisation texts. You will see to which concern and website these writings are pointing to, and promoting on Search Engines.

There are many Search Engine Optimisation companies. They might be having a lot of tricks up their sleeves. However, most of these things can be done by you also, if you want to try it on your own.

However, as of now, the best thing is to have real contents in your website. Creating a lot of sterile writings in contrived web forums, and inserting links to your site, may not help for long.

For professional help in this regard contact, a Search Engine Optimisation Company (SEO Marketing Company). For, in order to get noticed by Search Engines, websites might need some optimisation. There are software also that can help.

Visit these links (below)

The most famous site for Web monitoring tools and intelligent inputs to improve web traffic is Alexa. See [Alexa's Pro tools](#)

Websites

DOMAIN NAME

SERVER SPACE

WEB DESIGNING

Add-ons

Control Panel

IMAGE HOSTING

PHOTOBUCKET

Video embedding into website

OTHER FEATURES that can be added to web pages

Web form

Web Chat

Speaking feature

Shopping page

Accept Donations

Forum pages/blogs

Comments

Contact Address Page

Social Networking sites button

Facebook/Twitter buttons on pdf

Downloads

Password Protected Access

Maps

Educational content

Dictionaries

Guest pages

RSS [Really Simply Syndication/ Rich Site Syndication]

Web Statistics

Visitors-Online button

SEARCH Button

Download counter

Google url Shortner

PRODUCT LIST Page

Payment Page

Affiliate links

Full-fledged commercial functionality

Resell Webhosting, Server space, Domain name, VPS, Dedicated Servers &c.


Various other services

Terms & Conditions page

Chapter

WEBSITE HOSTING, DOMAIN NAMES, url, ftp, uploading, guest page, forms

Now we come to Websites.



Before moving ahead, it may be mentioned that Blog sites and Forum Pages are also websites. If you use a free account, the domain name (url) will mention the Blog or Forum page sites address. If you take a premium account (paid), you can have your own domain names.

Then there is the Google Business page, where you can have a free website with a lot of Google features.



DOMAIN NAME

Now what is a domain name? From a non-technical viewpoint, it is just the address of your website. It will have ending like .com, .org, .uk, .au, .ca, .us., .in, etc.

.com is the most common ones. .org generally refers to a non-profit organisation. .uk, .au etc. refers to country of the website. You can buy any country name domain, you prefer. Please note that a number of new domain name tags are now available. Like .club etc.

You need to buy from a domain name seller.


SERVER SPACE

Then you need to buy the web-sever space to upload your website.

WEB DESIGNING

Then you need to design a website. I used to do this in **Adobe Dreamweaver**. It is a wonderful program, if one knows to work on it. My knowledge was quite rudimentary.

However, currently if you take an account with most of the Hosting package sellers, you will get a very good website builder. When building websites with these things, you do not need any technical skills. Most of the tools are just *drag and fix* types.



Adobe Dreamweaver can be bought on an annual basis. You can learn to work on it from [this link](#)

If you can afford it, as far as I know this is the best website template site.

If this is the way you want to do it, it might be good to try out Hosting sites that give you pre-made Templates and other utilities.

Generally nowadays, there it doesn't cost much to have a basic website. If you have the time to spend, you can design very complicated websites with a lot of features. In case, you cannot create a Web Form, [where others can fill forms, and the submissions reach you, automatically], you can use the **Google Drive Forms** on your site. They are free.

Inside your website, you can have blogging pages, forum pages, Wikis (where other Users can edit, and improve, as in the case of Wikipedia), Calenders, Gaming, Polls & Surveys, Guest books, Classifieds, Customer support pages and such other things. All these are available from **Softaculous**. However, I think many webhosting companies might be offering the free versions of **Softaculous** applications. I have found these in this comparatively very inexpensive webhosting service, as a free offer.

You can rent a Site Designer software on a monthly basis or even have your site designed professionally

Control Panel

When you buy a hosting sever space, and a domain name, you will be given a CONTROL PANEL. You can log into it (your Chrome browser, if Signed in, can save your password for you, if you do it in your personal computer). In this Control Panel, you can do a lot of things, including upload your web pages. You can rename them. You can set up emails, with your url. Like ours is admn@victoria.org.in.

The whole procedure is quite simple. In the case of sites like this, there would be options for you to do all web designing online and you wouldn't have to upload the page. However your images and Videos would need to be uploaded.

IMAGE HOSTING

PHOTOBUCKET

This is one site that I have used for hosting images. This was required, for the bandwidth for opening the images was taken care of by Photobucket. In case, you are interested in keeping your images and videos in another server from where they will open in your blog or website, it might be good to visit PHOTOBUCKET.

The mechanism involved is quite simple. You just upload your images into Photobucket. There you can edit it or create a Slide Show with a set of images. You will be immediately given a link to embed into your blog or into website. I did notice that my own writings page did not become heavy due to the fact the images were coming from a totally different server.

Photobucket is basically a free site. Paid membership is also there. But for most users, what they offer free is enough and more.

Video embedding into website

There are different means to display a video on your website. The easiest would be to upload it into YouTube and then embed the video into your site using the embed code given by YouTube. In YouTube, you can set, from which point the video should commence running on your site.

In certain Forum Pages, you would have to use the url of the video.

OTHER FEATURES that can be added to web pages

There are many other features you can add to your website.

1. **Web form:** You can use free [Google Drive forms](#), if you are unable to design one yourself. Or go in for free and premium email Form services like this one.

Web forms are basically fill-in forms through which visitors or customers can submit their query/ comments / submissions.

2. **Web Chat:** You can chat with your customers who visit your website. However, it must be mentioned that you can use the Free [Google Hangout](#) for Video, audio and text chat using your Gmail. However, your visitor should have Google Hangout in his or her computer. And should be willing to contact your through his or her Gmail.

Otherwise you can take a Web Chat account with some Web Chat companies. Many of them are quite sophisticated and efficient. Some of them even give you a Free Trial Period for trying it out. [CLICK HERE](#).

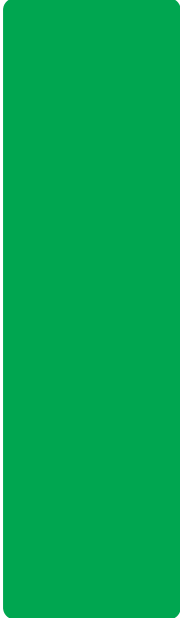
3. You can install a speaking feature on your website, wherein you will be seen speaking to the visitors directly. [CLICK HERE](#)

4. Shopping page.

Shopping pages merely web pages where you have installed a Payment Gateway buttons to allow visitors to buy your products and services.

Or you can have pre-made Shopping pages with very fabulous features.

If you are USA based, then you can have this Webstore with all products and features.



At the same time, you can even have other companies' products also to sell. CLICK on the buttons given below to connect to affiliate marketing sites/product offering sites, from where you can get such products.

5. Accept Donations

You can keep a Donate Button on your website, if you are giving free services and products. However, be careful. In certain countries, the national governments do not allow this type of collecting revenue. In face, even to use the words '**non-profit organisation**' to describe your organisation, without proper licensing in this regard could create problems. When I gave this description to my PayPal account just as a try out, my account got blocked and my bank accounts were locked up in PayPal to the effect that I couldn't use it in another PayPal account. I was told that this would remain so, till I produced the requisite government licenses. Or could prove that my activities were not non-profit. That was as per the Government of India regulations.

6. Forum pages/blogs

You can have blogs or forum pages connected to your site. Here you and other visitors can Register and write and debate.

[Visit this Page to read about Forum/blog pages](#)



7. You can have a set up to allow Comments on the subject matter in your Webpage.

One very effective set up that I saw is [Disqus](#). Using this Comment set up, you can have different Comment Ribbons that point directly back to each of your webpage. When you are setting this up, take care to give the url of the specific webpage where you are integrating each of the comment boxes. So that when comments are added, the various persons who have participated get a link that points directly to the specific webpage where the comment has been added.

There is some sort of revenue accruing system also in Disqus. I do not know much about that. However, you can check.



8. Contact Address Page

This is the page on which your contact details are to be mentioned. If you are using a PayMent Gateway integration to collect payments, they would insist on a Contact Page, with very clear details.

10. Social Networking sites button

Social Networking sites like Google +, MySpace, Facebook, Twitter etc. and those of content aggregation sites like Stumbler etc. can be given on your Webpage. If you visit, these sites, they would give you the codes for integrating. Once this is done, any reader who likes the content in any particular page can Click on any of these buttons. Then a link and some content of this page would get published on the relevant Social Network site. This can be seen by that person's friends and contacts, and also by the public, on a random basis.

If any of your pages are in a PDF form, there are techniques to insert Facebook/Twitter buttons on them. Visit this site for more **information on that.**

11. Downloads

Downloads like books, software, videos, audio and such things can be there on yours site. If it is for payment, you may need to connect the download with some Payment Gateway system.

If you want to sell other people's/company's products, you can get them from Affiliate Companies or from companies that sell them. See these links:

Lots of small to medium priced items:

High priced superb webbased software:

12. Password Protected Access

You can maintain password protected with varying levels of [User privileges](#). It can even be with a Username and password for each of the authorised persons

13. Maps

You can give Maps inside your pages. Google Maps would be great. There are other interactive maps also. [_For instance, try National Geographic site](#)

14. Educational content

You can give lot of information on schooling, higher education, professional courses, universities and such things. Nursery Rhymes, fairy tales, English classics, vernacular language literature etc. connected to education, formal or self study can be given. Recording, teaching courses, study materials etc. can be given for free or for a fee.

15. Dictionaries. Also technical dictionaries on various subjects.

16. Guest pages

This would also mean the forming of a mailing list. Usually persons who comment on your website's comment page or on your blog can be contacted with at times, if they have agreed to it at the time of commenting. However, Guest Pages are for visitors who want to write something as a guest about your site. This naturally adds an email to your mailing list. If you can add an Agree to add to a mailing list Check box, it would be better.

17. RSS [Really Simply Syndication/ Rich Site Syndication]

These are arrangements by which you can get the feeds/contents in other sites to show in your site. Most of the major content rich, and news sites do allow RSS. See BBC's RSS page:

18. Web Statistics

You can see the details of the visits on your website. These details could include time of visit, the IP from which the visit was made, the place & nation of visit, Referring site, Exit page, whether it is a Unique Visit (first time visit) or a returning visit, Browser on which your website was opened, the Operating System of the computer/mobile device, the host name (this can even mean the name of the internal computer network), and so many connected themes. Try this:

19. Visitors Online button

This is the code that allows you to see the number of persons who are actually viewing your webpage/s at any time.

20. SEARCH Button

You can have a Search your site button on your site. This can help a visitor to search your site for any particular product or information.

You can get this functionality from Google for free. However, Google ads might also come.

The other options are can be visited from these links:

:

21. Download counter

Even though there are codes, that might be able to count the number of downloads a particular file on your site has had, I have used a different technique to get the same results. Almost all my downloads have been PDF files. I use the Google url shortner for this purpose. Since it syncs perfectly with my Gmail account, it is very easy to keep a count on the downloads. Just a simple Click and I can get to know the count, the Browser in the computer came visiting, the website that send the downloading individual, the time of download, the country of download &c.

For PDF file downloads, the trick is to first upload your download PDF file into your web server. Then get the download link or url. This link you have to convert into a short url from <http://goo.gl/>. This you should do after logging into your Gmail account. So that when you open your shortner page, it will open in your Gmail account log-in.

Use this Short Url as your download link in your site. If it is PDF file, create a Target **Blank** link. So that if anyone clicks on the link, the PDF will open as a separate TAB. You should **set a note** that the link has to be **RightClicked and Saved as** into the computer.

When anyone downloads your file, you will get the above mentioned details about the download from your Google url shortner page.

22. PRODUCT LIST Page

You can give a page with a categorised list of your products and services. You can give adequate links to the Payment Page from where the Payment Gateway would take over.

23. Payment Page

In this page you can list out the different ways a customer can pay or send money. This can include a PAY Button from your Payment Gateway; Your Bank a/c details including account name, a/c number, whether it is personal a/c or commercial a/c, bank code, bank address etc. where the customer can directly remit the amount; whether the customer can send money as Money Order, Bank Draft etc.

23. Affiliate links

You can sign up with various affiliate marketing companies, or directly with the product companies. You can then post banner or text ads into your site. When any customer Clicks on any of the ads to buy a product, you will get a commission when the buying takes place. It may be noted that since these visits to affiliate marketing sites, delivers tracking cookies into a visiting computer, you will be given the credit for a sales even if the sales takes place during a subsequent visit by a buyer after a small period of days (15, 30, 45, 60, 90 or even in some cases 120 days).

24. You can set up Websites which are practically full-fledged commercial websites. See a minor list of options:

- a. Fully functional Dating Site
- b. Fully functional Social Networking Site
- c. Fully functional Real Estate site for Real Estate Agents & Brokers
- d. Fully functional Paying Guest /rooms/ rental site
- e. Turnkey Job Portal
- f. Turnkey Auto Classifieds Website
- g. Turnkey City / Community / Business /Corporate portal
- h. Turnkey multifunctional Online Event Registration and Event Management Website

[CLICK HERE](#)

25. You can sell Webhosting, Server space, Domain name, VPS, Dedicated Servers etc. as a reseller, without revealing the source company's name. That is you can make business out of server space & domain name selling.

26. Look at these services. I do not understand many of them. May be the reader can. This is the Link to their site.

Dedicated Servers	Private Cloud
Dedicated Servers	Microsoft Private Cloud
Smart Layer	Hybrid Cloud
Managed Servers	Hybrid Cloud Storage
Server Clusters	Services
Windows Servers	Overview
Virtualization Servers	Managed Hosting
Clearance Servers	Firewalls
Cloud Hosting	Server Clusters
Overview	Data Storage
Cloud Servers	Server Backup
Managed Cloud	Local Data Centers
	Website Services

27. You would need a [Terms & Conditions](#) page also. Especially if you are selling any products or services.

Can Spam Act

Bulk mailing service

The methods

GENERAL CAUTION

Buying email list

List for free

General refrain

Chapter

BULKMAILING/EMAIL MARKETING

Bulk emailing is sending a huge lot of emails to many email addresses to promote a business or a concept, with or without commercial interests. In certain nations like the US, it is an illegal activity. There is a very specific Act known as the **Can Spam Act**. However, this Act does not explicitly term such activity as illegal. For, it defines how to send bulk mail adhering to certain legal parameters.

1. There are a lot of companies doing bulk mailing service. If you are interested in promoting your business through them, you can do a Google Search for them. However, in most cases, the benefit would be quite small. Most of the emails would end up in the SPAM folders connected to the email inbox. Well, even if the email owner opens the mails, there would be warnings from his email server that it is dangerous to click on any of the links. Most people wouldn't go beyond that.
-

However, it must be mentioned that the payment asked for by email marketers is not very high. So, if you need to try it out, you can.

In the systems, you are given a Control Panel by which you can upload your emails, create different messages, assign different groups of emails, pace the sending (set up as to how many emails should be sent in a minute), see how many emails were delivered, how many bounced back due to non-active email addresses, how many were opened, in how many of them your links were clicked etc. These and some other settings are the usual ones. You do not have to sit along with the email sending. After setting everything up, you can switch off your computer and go for your other activities or go to sleep. The sending of emails would proceed all day long. At times, the server might be down. Then the sending would pause.

It would be good to have a daily checking of what is happening to your emails. Whether it is being delivered. For this, in each email group, you need to place one of your own emails. See how it is being delivered. In which folder. Inbox or in the SPAM folder. If there is any problem, take recourse to corrective measures.

Usually these firms give around 2 to 3 IPs. You can purchase more. If the IPs are not fresh, your emails could get blocked easily. Check if the IPs are fresh. I do not know much about this.

If you need to do it professionally, you need to go to an Email marketing company. Try this link:

2. The second method is to do the bulk sending on your own. This might be slightly less expensive. But could be quite tiring. You would need to have an inexpensive VPS (Virtual Public Server) . These are the links to two VPS sellers. I do not know much more about their service terms & conditions.

Or a Dedicated Server (expensive, but then you might even run your own Email marketing company).....

If you are going for this version of running your email campaign, you would need a bulk **email sender software**.

Next you will have to follow certain simple instructions from both the VPS company as well as your software. The task is to see that your bulk emails move through your VPS. Your regular emails like Gmail etc. wouldn't come into the picture here.

3. The next idea would be to use a reputed webhosting company, which is not known as an Email marketing firm to do the sending. Here the sending rate would be quite small and naturally expensive if you take the cost per email. See the Email marketing section in this. I do not know how good they are. But naturally this is a reputed firm.

There is a service from Adobe which allows a registered user to send mass mail, including brochures, catalogs, videos & even huge files. It has all the features of the a bulk mailing handling system. Go through their terms and conditions first. They allow a small amount of free mails also. After that you would need to go for a Pro-Account. You might be able to see the delivery, opening and even download count.

GENERAL CAUTION

All companies which do email marketing service, or host VPS have a clause in their Terms & Conditions that they will not tolerate SPAM. Maybe it is to save their own skin. But still bear that in mind. Also **heed the dictates of the Can Spam Act.**

Buying email list

I do not know if it is a good idea to buy emails. However, if anyone is interested, I have kept a link to download a few million emails, mainly of US and India. You can **download it at your own risk & responsibility by CLICKING HERE**. Neither the publisher of this digital book nor I will take any responsibility for any use or misuse of these emails.

If you want to buy emails, just a Google search will deliver you the links to many bulk email selling sites.

General refrain

It is very difficult to get through the Gmail SPAM filter. Even if it is non-commercial social enlightenment program.

I had the experience of Gmail and Yahoo simply deleting my mass emails send fully following Can SPAM dictates to Indian emails, calling focus on a very specific social error in India. Most of my emails never arrived anywhere. Not even in SPAM folders.

If a email account owners sets proper filtering set ups in Gmail, most unsolicited commercial emails would enter either into the SPAM folder or may not even enter the account in any folder.

A list of social networking sites

FACEBOOK

Facebook Log in

TWITTER

Chapter

SOCIAL NETWORKING SITES

A list of social networking sites are given below. The names have been taken from Wikipedia.

Connect to the Internet & Click on the website name. If you do not want the website to open, simply click Cancel. Do not click Block. If you do click Block, visit page No: 3 to know how to unblock the weblink

Academia.edu	Social networking site for academics/ researchers
Advogato	Free and open source software developers
Bebo	General
Buzznet	Music and pop-culture
CafeMom	Mothers
Care2	Green living and social activism
CaringBridge	Not for profit providing free websites that connect family and friends during a serious health event, care and recovery.
Classmates.com	School, college, work and the military
CouchSurfing	Worldwide network for making connections between travelers and the communities they visit.
delicious	Social bookmarking allowing users to locate and save websites that match their own interests
deviantART	Art community
Diaspora	Decentralized, privacy aware, general (open source)
Elftown	Community and wiki around Fantasy and sci-fi.
English, baby!	Students and teachers of English as a second language
Epernicus	For research scientists
eToro	Social Investing, Finance
Facebook	General: Photos, Videos, Blogs, Apps.

Faceparty	General. Popular UK.
Fetlife	People who are into BDSM
FilmAffinity	Movies and TV Series
Flixster	Movies
Flickr	Photo sharing, commenting, photography related networking, worldwide
Spring.me	social Q&A website
Fotki	Photo sharing, video hosting, photo contests, journals, forums, flexible privacy protection, friend's feed, audio comments and unlimited custom design integration
Foursquare	Location based mobile social network
Friends Reunited	UK based. School, college, work, sport and streets
Gaia Online	Anime and games. Popular in USA, Canada and Europe. Moderately popular around Asia.
GamerDNA	Computer and video games
Gather.com	Gather.com Article, picture, and video sharing, as well as group discussions
Guys.com	Social network for LGBT community, Guide for LGBT bars, restaurants, clubs, shopping
Geni.com	Families, genealogy
tvtag	Social network for entertainment
Goodreads	Library cataloging, book lovers
Google+	General
Habbo	General for teens. Over 31 communities worldwide. Chat room and user profiles.
Hospitality Club	Hospitality
HR.com	Social networking site for Human Resources professionals
Hyves	General, mostly popular in the Netherlands.

Identi.ca	Twitter-like service popular with hackers and software freedom advocates.
Indaba Music	Online collaboration for musicians, remix contests, and networking.
Instagram	A photo and video sharing site
Itsmys	Mobile community worldwide, blogging, friends, personal TV-shows
Kiwibox	General.
LibraryThing	Book lovers
LinkedIn	Business and professional networking
MillatFacebook	General, Created in Response to Facebook
MocoSpace	mobile community, worldwide
MyHeritage	family-oriented social network service
MyLife	Locating friends and family, keeping in touch
Myspace	General
Netlog	General.
Nexopia	Canada
Odnoklassniki	Connect with old classmates. Popular in Russia and former Soviet republics
Orkut	General.
PatientsLikeMe	Online community for patients with life-changing illnesses to find other patients like them, share their data with others, and learn more about their condition to improve their outcome.
Partyflock	Dutch virtual community for people interested in house music and other electronic dance music
Plaxo	Aggregator
Ravelry	Knitting and crochet
Renren	Significant site in China.
ReverbNation.com	Social network for musician and bands

Ryze	Business
Sina Weibo	Social microblogging site in Mainland China
Sonico.com	General. Popular in Latin America and Spanish and Portuguese speaking regions.
SoundCloud	Repository of original music pieces and networking
StudiVZ	University students, mostly in the German-speaking countries.
StumbleUpon	Stumble through websites that match users' selected interests
Tagged	General.
The Sphere	A Private Online Social Luxury Network with Exclusive Personalized Services
TravBuddy.com	Travel
Travellerspoint	Travel
Trombi.com	French subsidiary of Classmates.com
Tuenti	Spanish-based university and High School social network.
Twitter	General. Micro-blogging, RSS, updates
Tylted	Mobile social game network
Vkontakte	General, including music upload, listening and search
Vampirefreaks.com	Gothic and industrial subculture
Viadeo	Global Social Networking and Campus Networking available in English, French, German, Spanish, Italian and Portuguese
WAYN	Travel and lifestyle
WeeWorld	Teenagers - 10 to 17
We Heart It	Image-based social network focused on inspiration, expression and creativity
weRead	Books

Wiser.org	Online community space for the social justice and environmental movement
WriteAPrisoner.com	Site networking inmates, friends, family
Xanga	Blogs and “metro” areas
XING	Business
Zoo.gr	Greek Web Meeting point
Zooppa	Online Community for Creative Talent (host of brand sponsored advertising contests)

Since Google + has already been discussed, I will discuss Facebook and Twitter.

FACEBOOK

Facebook is currently one of the most popular social network sites in the world. Having an account in Google +, Facebook and Twitter has an added advantage in that when you are commenting in many other websites, you can log in, using these accounts.

Facebook Log in

For opening an account in Facebook you need an email. You have to enter a Password.

This will be the first page you see.

If you want to gather all your friends into your friend's list, you need to click Find Friend. Facebook will gather all your email contacts from your email. You will need to log into your email account. Likewise you can allow Facebook to collect your contact list from other emails like Yahoo.

You can also Skip this page, if you want.

If you want, you can enter your schooling details. This will automatically connect you to your own school mates who have an account in Facebook. Likewise you can give details of your University, Workplace, place of residence, Hometown etc.

Next you can upload a photo of your. It might be good if you reduce the size of the image file.

Now, Facebook will ask you to confirm your email. You need to log into your email account. You will find a confirmation link. You click that, and your account is confirmed.

With your permission, Facebook would send invitation messages to persons from among your contacts in the email lists. Many of them would accept your invitation, and be your Friend on Facebook. A Friend on Facebook **doesn't mean** a Friend in the literal sense. It might mean a contact who has is willing to hear and see your comments, and receive your messages.

1. Click on your Profile Pic
2. Click Add a Cover . Here you can either upload a picture, or later you can use any uploaded pictures of yours.
3. You can enter all other details as per your wish.
4. You can enter some comments that you want to publish in Facebook . You will get an option to share it with others: Public, Your friends, Close friends, and then you can also Customise it.
5. **TIMELINE:** You can click on Timeline . You can add your preferences. For example, you like to add the movie Gone with the Wind. Enter it into the Search Box. That movie will be searched out. Like that you can Click and add into About, Photos, Friends and More
6. **Go HOME**
7. **Sending Messages:** Now, you can send messages to your persons who have accepted your friendship.
8. See the CHAT WINDOW. All of your friends who are currently using Facebook, and has opted for Visible can be seen by you.
9. Different Facebook accounts may look different. But basically, they all have the same features and buttons. Only thing is that these items might be arranged in different positions.
10. In Messages, you can send links to other sites, images and videos. You can also attach images. The same with Chat also.
11. **FRIENDS:** You can see all your friends from Here. If you keep your Mouse on the image of your friend, this will come . You can do the following customisations.
12. If you click on the images of your Friends, you will reach their Page. On their Page, you can do the following. Post, Share, Like etc. When you post something into your Friend's, you can Tag other Friends of yours. Then they will be informed of your post, and link to your post will come to them.
13. You can follow so many other Facebook entities like Celebrities, Media, Sports teams etc. When you Follow, you can see their posts. On these Posts, you can Comments, Like, give answer to others' Comments etc.
14. If you are aiming to promote anything connected to you, You should aim to get more friends. So that when it is time to promote, you can send all your Friends, a Message with a link to what you want to Promote. You can set to be seen by Friends of Friends.
15. You can **CREATE PAGES** about your Business, Ideas, and Organisation etc.
16. You can Promote your Page. It is basically advertising.

TWITTER

I had a brief experiences with Twitter. As I understand it, it is a place where you can post brief messages. Since a huge number of people are using Twitter at any given time, your post will naturally appears in the postings Ribbon that appear in the screen of at least a few people. Then there are persons who follow you. This *follower list* you can build-up bigger by following others. Naturally as a courtesy, they would follow you back. However, there is no point in following celebrities for getting more followers. For a lot of people would be following them. When you follow a celebrity, you can get to see their posts (tweets), if you are online at that time. Your followers will chance to see your posts, if they are online at the time of your posting.

However, you can places Replies to others' posts. In which case, they will get to see them, when they come online.

All the major News Media have their Twitter accounts. If you follow them, you will get to see their news announcements as soon as they post the newly emerging news. Usually all such posts give a link to their News Webpage where the mentioned news is discussed.

Many people use Twitter to give visibility to their various other online activities, like their blog pages, books etc. Some people use it to debate with a lot of people in brief sentences.

When you post a link on Twitter, your link will be shortened by Twitter.

If you want to inform others about anything, you need to Search for that item. For example, if it is about a particular film that you want to say something, Search for that item. You will then see a lot of comments made by others about that film. You can collect the addresses of the persons who posted them, and then post your comment to them. For this, you first paste the collected addresses on to the posting box, and then write your brief message. If you have a link, paste that also. **Submit.**

If you send a link thus about your blog page, you will immediately see at least three or four visitor on your blog page.

However, you are not to go on repeating the same thing again and again. If you create a clutter, Twitter will place a temporary suspension of your account. You will be given the chance to apologise and come back again. However, at times, other persons may note you as Spamming and your account could really get blocked. This complaint can come when you try to promote an idea which some people do not like.

From the above mentioned basic functioning system, Twitter has evolved to many more complicated features.

Online Digital book libraries [Free as well as paid]

Google Books

INTERNET ARCHIVE

[WaybackMachine](#)

Gutenberg

Project Gutenberg Self-Publishing Portal

Amazon

[Amazon Kindle Books](#)

CreateSpace

[Partridge India](#)

Digital book creating devices

Free educational and self improvement books

Chapter

DIGITAL BOOKS and ONLINE BOOK SELLING & PROMOTING, and BUYING & READING

This book you are reading now is a digital book. It is created in PDF. You can open it in Adobe Readers. However, the audio and video features in this digital book will work only in Adobe Readers X and XI, and higher versions.

You can download this book and read it. You can give copies to others. However, Copying of text and images has been blocked. You can't Print the book. For, that feature has also been disabled. However, if I wanted I could have allowed both the printing as well as the copying of text and images. This digital book is secured with a Master password. That means, without that password, readers cannot change the features or edit the book.

This book has many buttons, which you can see on the side of this book. There are links to various webpage embedded in many pages. In case, the WebPages do not open, when you click on the links, you need to go to the EDIT Menu in Adobe Reader and then to Preferences. Go to Trust Manager > Change Settings SEE IMAGES

This much has been written here to give a brief information on what is a digital book. It is a book that can be viewed read only on digital reading applications. It is not a book like the traditional book printed in paper.

Online Digital book libraries [Free as well as paid]

These are some of the most popular digital book libraries.

1. Google Books:

Free for reading. Some books can be read only a bit. Others can be read in fully. The former, you can read full if you pay a token amount for full access. Some of the books are allowed to be downloaded by their authors. There are Public Domain works also, which can be downloaded for free.

Google Play: Book:

This again is more or less connected to Google Books, but with some added features. However, here you can rent or buy books. Or read free books. You can also upload the books of your choice and also your personal documents. You can read them whenever and wherever you want them. You can bookmark them, make notes and even set page positions. So that when you return to continue reading, you know where you stopped last time.

You can upload your book in epub as well as in PDF format. If you want to sell your books, you need to do some settings in which your bank a/c details are mentioned. Bank Swift Code might be required.

2. INTERNET ARCHIVE:

This is a very huge set up with many features. A lot of old and public domain works, apart from new books available for free browsing and download. If you have any books you want others to see and read, you can upload it here. The trick to make others become aware of your books is to give a list of tags or keywords which have connection to your books, and at the same time are what is commonly used in book search. When users search for these keywords, your book's details will also get displayed.

Archive.org has a **Way Back Machine**, which is continuously keeping a record of all websites in the world. You can check and see how a particular website looked at any particular period in the last so many years. **There is an application to record any website for future citation**

3. Gutenberg

Gutenberg is on a very ambitious aim to type out the text of all the books which are in the public domain. Currently the text content of around 42000 books is available for free usage. Over the years technology has developed, and currently I think they might be scanning the book pages, and using **OCR software** to extract the text. Gutenberg solicits volunteers.

Project Gutenberg Self-Publishing Portal

This is a new project by Gutenberg. Contemporary writers can showcase their books for free-reading on this site. The idea is to help authors to by-pass the expensive route of media showcasing and directly reach the attention of readers. It is hoped that later this might prove profitable. Project Gutenberg Self-Publishing Portal mentions thus about its aim:

The purpose of Project Gutenberg Literary Archive Foundation is to encourage the voluntary creation and distribution of electronic books. Project Gutenberg Self-Publishing's purpose is to create a cloud service for contemporary writers to share their works with readers.

4. **Amazon**

a. **Amazon Kindle Books**

You can upload your books to Amazon Kindle and set up for whatever cost you prefer to sell it for.

If you want to read Kindle books, the best option is to have a Kindle Reader. This is a small handheld device that has the looks and feel of a book. Earlier times, it was quite expensive. Now it is relatively much cheaper. You can see them [HERE](#).

However, Amazon does give an App with which you can read Kindle books in your computer also. You can **download** it for free.

b. **CreateSpace**

CreateSpace is where you can place your book manuscript for Per-order printing. The idea is that books are printed only when buyer orders for it. The company says that this would be a cheaper alternative than going after established book publishers. Even though, it is mentioned that there is no expense, there are expenses involved. Especially if you do not live in a nation with a Creative Space office. The sample printed book approval would cost money. Yet, being an Amazon Company, this service can be recommended.

5. Partridge India

For people in India, this might be an alternative for per-order printed books publishing. I do not have any experience with them. However, it is claimed to be a company linked with **Penguin India**. Maybe this might be a way to get noticed by PenguinIndia.

Digital book creating devices

PDF files are technically digital books. However, to convert into a digital book with various features requires certain other software. Adobe Acrobat is what is required for creating pdf digital books. It might be an expensive tool for some people.

However, there are various software which can create beautiful digital books. With navigation buttons, embedded video and audio, and various other features. Some of them do have DRM (Digital Rights Management) features in them. That is, once the book is downloaded into one computer, it cannot be moved into another computer, unless that right is given.

You can download one ebook creator (trail version) from this link

Since I have not used it, I can't say much about it. However, to view the ebook you produce, you would require an Adobe Digital Edition in your computer.

You can get full information on Adobe Digital Edition from this link.

Free educational and self improvement books

<http://bookboon.com> Ltd (UK)

SKYPE

DOWNLOADING

Location

When downloading

How to download

Dangers involved in downloading

SPEECH to TEXT

Speech Recognition Engine

Text to Speech

MOUSE

Left-hand Mouse

Mouse-features Software

REMOVING USBs

Recycle Bin

Mobile spying

Chapter

Miscellaneous

SKYPE

This is a very popular Internet Phone service. You can have a free account and get the following facilities:

Video and voice calls to anyone else on Skype.

Instant messaging and file sharing.

...and you pay for these

Calls to mobiles and landlines worldwide at low rates.

Send text messages from just a few pennies.

Group video calls with up to 10 people.

Naturally, for video calls, you would need a webcam. Almost all modern personal computers do have this as an innate feature.

DOWNLOADING

Downloading something from the Internet is a very common action among web users. You can set where the download file has to be saved. CLICK the Customise and Control button on Google Chrome.

Go to Settings.

Click Advanced Settings

Download: Change the location if you want.

Ctrl J will open the Downloads Page in most browsers. You can see your download history and where the download files are stored.

You can **delete** any time from the Downloads history.

When downloading



When you are downloading, you can see the download speed and other frill information on the Task Bar.

If Internet speed goes down, and you fear that the download may stall, or if you want to do another download in-between, you can Pause the Download.

Or Cancel it.

How to download

Many websites have download buttons. By just clicking on them, the download might start. If it is a PDF file that you are downloading, in browsers like Chrome, it will open as a new Tab, if you click on the link. In which case, you need to RightClick on the link and click on Save Target as/ Save Link as.

Dangers involved in downloading

There are good as well as bad features in download. Be prudent. Do not download anything that is offered.

.exe files (executive files) are mentioned as dangerous. However software is executive files. So, to generalise may not be intelligent.

On rare occasions, they might contain viruses, which may call for the installation of Virus Scan software.

There might be freebies that can collect information like password, Credit Card information etc. At times, these passwords can be of your bank a/c.

There might be downloads on offer that try to find your IP and other location information, even if you are browsing using an IP hiding browser.

Some viruses can use your system and internet connection to start sending commercial emails to tens of thousands of others without your knowledge.

Some sites would give you a chance to do a free Registry Scan, and then inform you that you need to download or buy additional software to clean your Registry.

Not all free stuff and offers of help have sinister intentions. However, one needs to understand the possibilities. That is all. In most cases (not all), a simple Formatting of the C-Drive may cure any infection or breach of security.

Or else use a good Virus Scan. Try Bit Defender.

SPEECH to TEXT

Windows allow you to speak to the computer. The computer will automatically type what you have spoken. Once this setting is done, you can even use voice commands to control your computer to a limited extent. Visit this online Page for more details.

For Windows 7, SEE the IMAGES

However you might be able to get more professional quality text creation with more sophisticated tools. If you are seeking something of that level, visit this site. I have not used it, and can't say anything more.

Text to Speech

There are software to create speech out of written Text. Visit this site.



For Windows XP, this what Microsoft website says: QUOTE:

To train the speech recognition engine, follow these steps:

Click Start, click Control Panel, and then double-click Speech.

Click the Speech Recognition tab, and then click the speech recognition engine that you want to use in the Language box.

Click the profile that you want to use in the Recognition Profile group. Training is specific to an engine and profile so that training one engine or profile set has no effect on any other engine or profile set.

Click Train Profile, and then follow the directions in the Voice Training Wizard. Not all engines support training. If your engine does not, Train Profile is unavailable.

NOTE:

It is recommended that you spend at least 15 minutes training the computer. The more training you do, the higher your recognition accuracy will be.

END OF QUOTE

MOUSE:

Mouse properties, including speed and cursor properties can be defined in the Control Panel [Click Start- Control Panel]

Left-hand mouse Left-hand mouse is available for the use of Left-handed persons. However, it is quite easy to make a Right-hand mouse change into a Left-hand mouse. In Control Panel, Click the Mouse Icon. . Here you Check on the marked Check box.

In a Left-hand mouse, the Clicking positions will be reversed. What was Left-click would become Right Click. And *vice versa*.

For those who are interested, there are these various software for changing Mouse features. I have no idea what they can accomplish. One or two of these might not be connected to Moouse disposition. The given links are download links.

Automatic Mouse and Keyboard

Key Presser

Calculator

Automatic Mouse and Keyboard Commercial License

Mouse Clicker

Automatic Mouse and Keyboard Academic License

Mouse Recorder

Advanced Mouse Clicker Commercial License

Mouse and Keyboard Recorder

Advanced Mouse Clicker Academic License

Advanced Mouse Clicker

REMOVING USBs

How to remove the USBs from the Computer? Usually it is advised that one should RightClick on the USB Icon on the Taskbar, and opt for the Remove Safely button. However, this may not be fully correct. See this write up on this theme here:

Recycle Bin

A file in the Recycle Bin cannot be opened in that location. For viewing it, you need to take it out of the Recycle Bin. For that, the usual method is to **RightClick** on it and click **Restore**. It would go back to the location from where it had been deleted.

The problem that may arise here at times is that you may not remember exactly from where it was deleted. By RightClicking on it and viewing properties, you may get a slight understanding of the location. It may not help.

In such cases, it might be good to simply Cut it out, [Ctrl X] or [RightClick & Cut] and then Paste it on the Desktop to view the file.

Mobile spying

There are gadgets that can spy on mobile phones. This spying can be done through your computer. See this one:

Now, how does one protect oneself from being thus compromised? Well, the truth is that in this age of digitalisation of everything, so many privacies have been breached, and encroached. Take the same steps that one would do in order to see that another intruder doesn't fix a hidden camera inside one's house. Do not let an intruder in, even if he or she is quite a friendly person, or even a friend. The same way with Mobile phones and other digital gadgets. Do not let others have access to it physically. Even your Bluetooth access should be under control. Password protect the phone.

There might be gadgets that might be able to protect your mobile phone privacy. Search online for BLOCK SPYING ON MOBILE PHONES. I saw this article on line, which might be helpful:

There is this software that claims to enable you to wipe out any data from your Mobile device when it gets lost, or is stolen, remotely. You can check it out.

[Trial](#)

[Product details](#)

1. Public Domain
2. Creative Commons
3. The GNU General Public License

Fair use and fair dealing

COPYRIGHT Registration

PUBLIC DOMAIN items

Chapter

Copyright

Currently it is very easy to copy anything. Not like earlier days. In the earlier days, copying was hard labour. Like in the case of one prominent Indian politician who literally copied and rewrote contents, content structure and chronology from books like HG Wells' [Outline History of the World](#) in the years around 1940s. And created a book which was claimed to be better than HG Wells' original writings.

Now most online items can be downloaded in the computer by a single **RightClick and SaveAs**. From inside the computer, one can edit, add, remove and bring about other changes fast, in order to 'create' something 'new'.

This brings us to the arena of Copyright . Copyright is governed by the Copyright Law. Period of copyright is different in different nations. Click [here](#) to see the respective copyright period in different nations.

There are items which can be copied. These are governed by either one of the three different copyright permissions legally accepted.

1. Public Domain

Creations in the public domain are those whose intellectual property rights have expired, have been forfeited or are inapplicable.

It consists of works that have ceased to be available for private ownership or are available for public use. The exact tenets of this right changes according to the country and are not the same. A particular item which may have become public domain in one nation, may not have arrived at that definition in another nation.

2. Creative Commons

These licenses allow creators to communicate which rights they reserve, and which rights they waive for the benefit of recipients and other creators. See for more:

3. The GNU General Public License

The GNU General Public License is a free, copyleft license for software and other kinds of works. It is intended to guarantee your freedom to share and change all versions of a program—to make sure it remains free software for all its users. You have the freedom to distribute copies of free software (and charge for them if you wish), that you receive source code or can get it if you want it, that you can change the software or use pieces of it in new free programs, and that you know you can do these things.

Developers that use the GNU GPL protect your rights with two steps: (1) assert copyright on the software, and (2) offer you this License giving you legal permission to copy, distribute and/or modify it.

Fair use and fair dealing

Copyright does not prohibit all copying and/or replication. Certain portions are allowed to be used by others without the express permission of the copyright holder, under certain conditions and situations. It depends on what these copied items are used for and where. Read more about this [here](#): and understand the parameters correctly before using any copyrighted item. Be aware that this is a very slippery ground. And you need to be extra careful.

COPYRIGHT Registration

In case you want to protect your works from copyright infringement, you can Register the Copyright of your work

PUBLIC DOMAIN items

A lot of Public Domain items are available on www.archive.org and www.gutenberg.org



Phishing

Similar financial scams

Google Scam list

Internet Crime Report Centres

Great Britain

United States of America

IC3

FBI

Work at home-scams

Chapter

Online fraud

Just like every other field of human activity, there is fraud also going on, online. It is just a like an advertisement coming in a news media claiming some financial scheme. It can be bogus, or real. One needs to be wary.

Phishing is one such scheme for cheating.

Other following schemes are also possibly similar financial scams.

1. You get a letter from British National Lottery. It claims that your email has been selected for a prize. You are asked to send your Name, Address, Phone and other details. You send them. Then they send you the details of the Bank DD which has been taken in your name. You are thrilled. They want you to send money for sending the DD through Courier. It is international courier. It is bound to a big sum in the world nations.
2. You get a letter from Russia from a female, who want to escape from Russia. She is willing to marry you. She sends her photos, which is of an attractive girl. She wants you to send her the amount to buy the air-ticket and for the visa passport procedures. You send her the money. Someone somewhere, gather the money.
3. You get a mail that you are selected for fabulous post in England, in the same line as your qualification. They need your details.
4. You get a very convincing letter from Ghana in Africa speaking about the need to get some gold out of the nation in the clandestine.....
5. There is a woman whose husband was a great political leader in an African nation. He was killed in some political shootout. After his death, his wife has come to the information that he had a huge amount stacked away in a bank. She wants you to help her get it out. All you need to do is to do some paper signing that you are the dead man's relative or something else to that effect, and the rest can be managed at the other end. However, as the proceedings move, there will be expenses which you will have to share, and send....

There will be other similar kinds of requests. However, it does not mean that everything that every thing is a fraud. There can be letters which are really genuine. But then, the others who use the same guise spoil the scene.

See Google Scam list

Internet Crime Report Centres

Great Britain

United States of America

How to make money online

A spontaneous appearance

Chapter

How to make money online

Frankly speaking I am novice in this. I have not made any profit from any Internet venture, other than lose money, at times in loads.

However, I have seen many machineries that are available online which are genuine earning opportunities. However, almost all of them involve hard work. Basically for most them, Internet is only a medium, and not the business. Only few of them are totally Internet based businesses. And many of them like [online gambling](#), [horse racing](#), [Online lottery](#) and such may not be legal in some nations.

Newspaper writers who may not know the field correctly have given an impression to the readers in many localities that there is a goldmine in blogging. Many people think that blogging is some very sophisticated activity from which money rolls out. Blogging is simply writing your thoughts on your personal writings web pages. There is no money in that. However, if you can attract a huge lot of visitors, you might be able to earn some money. Whether you can earn a fortune from that is doubtful. And if it is money that you aim for when setting up a blog, you would need to spend much time and effort to get something fruitful going. Blogs are basically a window to open your heart and emotions out for the world to see.

However certain things do become successful. Like Facebook. However, no one speaks about the huge lot of money the promoters may have spent on promoting Facebook. That is where a very huge shrouded secret lies. Every venture or personage who has become very famous worldwide may have a secret marketing wing. Even great 'mahatmas' are persons who arrive in everyone's thoughts through carefully planned marketing campaigns. One which would involve the print media, the visual media, the text book industry, and so many other frill elements. Governments can easily make a saint out of anyone.

A spontaneous appearance

I remember the case of how YouTube came into my knowledge. Many years ago, there was a controversy in the newspapers. That some stage comedian had acted as Gandhi dancing on the stage. One by one, this 'Gandhi' sheds his clothes, including its signature 'loincloth'. Then the 'Gandhi' acts out a sexy dance in his undergarments. This video was posted on a Video site. And it was naturally reported as a great insult to India's 'father'. The newspapers mentioned something like Gandhi Sexy or something to that effect. This was the gist of the controversy. It was mentioned in words that the video was on YouTube. The word 'YouTube' was not known to me. Later when I went online, I had a curiosity to see the video which was creating a controversy. However, I had forgotten the word 'YouTube'. So I did a Search online, for 'Gandhi Sex'. This had an unexpected effect. A huge lot of writings, images & old newspaper cartoons connected to Gandhi's various scandals connected to his [Sabarmathi Ashram](#) and his so-called '[experiments with celibacy](#)' sprung up on the screen. [These are currently not available on a Google Search, unless you go in for a deeper search]. However, the YouTube video listing also appeared. No doubt, there were a huge number of viewers, who had arrived there through the same newspaper controversy marketing act. YouTube had become a hit, through a very soft *decoy* marketing technique. May it was not a deliberate marketing work, but possibly accidental. Yet, the effect was same.

The way to get noticed is through some news-media mention, in a most innocent and unconnected manner. And when it is seen that even a minor mention is heard and seen by millions of persons, it can very easily be understood that no newspaper would mention anyone if he is to gain positive publicity. So even perfectly unconnected newspaper articles would actually be containing extremely expensive publicity materials of certain groups or lobbies. It is seen mentioned that even bad publicity is good publicity, if there is something to be gained in the public exposure. A mention in the news media, if it has any positive potential has some money spent on it.

It is not easy to hoodwink the media to promote anyone without them sensing the ulterior aim. However, if it possible to do that, this would be the best way to promote any business, even if it is web-based.

To create a controversy that the news media is forced to report is not easy. To get political and religious groups to create a rumpus and bedlam against something like a book or a film would actually cost huge lots of money even in India. The leaders of the groups who need to send a few hundred persons to burn the book, throw stones, and indulge in violence in a film theatre etc. would need to be paid heavily. However this in itself wouldn't be enough. The news media would also want a piece of the cake. Otherwise, even if a group does something terrible, the news would come out without mentioning the object of sly focus. However, it may be mentioned that there are marketing companies who can manage everyone if there is enough money in the allocated budget.

It might be noted that most successful online companies did invest heavily in promoting their sites. So there is always the question whether any man can achieve the same without any investment. In fact, if he or she seems capable doing it, would the other already well-entrenched main players allow it?

See this webpage to know about the source of initial revenue for [setting up Wikipedia](#)

Try affiliate marketing. This
might give some revenue.
Visit this page in this book

Chapter 28

WHAT YOU CAN DO ONLINE or by USING ONLINE MACHINERY

Set up an email	Start an Online Tech Support Consultation
Video Chat, Phone	Start a Translation/Transliteration/Transcription business website
Enjoy unlimited instant streaming of movies and TV shows	SEARCH ENGINE OPTIMISATION Company
Google Map, Google Earth	Search Engine Optimise your website
Create Website for others	Business plan
Buy things online	Online Consultation
Take part in Online Auctions	Digital magazine subscriptions
Payment Reseller account	POLICE SCANNERS
Own Shopping Website	Pornography, Buy Sex gadgets and applications, & Lingerie online
Create own personal or business website	Start a Dating site
Blogs & Forum Pages	Buy Real Estate Properties
Recurring billing or Subscription	Travel and Holiday planning
Search Engine Optimisation	Art objects and fabulous Posters
Paid writing in Wikipedia	ISO certification
VISUAL Serial Production	Registering your Bio-data
Social Networking sites	International free legal advice
Google Maps use	Swiss Bank Account
Earn through Google AdSense	Wealth management
Connect with freelancers	Manage Money
Bulk SMS sales	Home loans
Email marketing of your business	A second Citizenship
Email Marketing Company of your own	Aircrafts, helicopters, yachts and vessels
Sell your products from your own website	ESCROW AND PAYMASTER SERVICES
Online Tutoring	Victoria's Secrets
Commercial sites	Internet Radio
Affiliate Job site	Home and office automation, embedded systems, GPS
Non-conventional medical systems	Buy Prescription Drugs online
Online Casinos	Mystery Shopping
Donation collection	Hotel Bookings
Sell your books online	Russian females seeking a secure family life abroad
Give your books for free	IMDB
Online Encyclopaedias	Industrial and lab supplies powered by Amazon.com
SPORTS Sites	Tour in the outer space
Jurisprudence	Visual Math academic edition
Science & Research Aggregate	DNA testing/Paternity testing/antiquity testing/ancestry testing
Mathematics	Edit huge files
Astronomy	Reddit.com
Maps & Country information	GTalkabout
National records and information	FLIGHT SIMULATORS
Play GAMES, Sell Games, CHESS, Disney sites	Fire TV from Amazon
Create games and sell them	ONLINE SOFTWARE TRAINING
Use Crowd funding services for promoting business, social activity &c.	Digital Connectivity
Amazon US City Page	Off-Shore Banking
Dictionaries, Thesaurus	Data scrapping from website
Translations	HORES RACING, SPORTS BETTING
Read the News, Read articles	DIAMOND
Biographies	Electro Antiperspirant
Way Back Machine	Tool for game and software development
Futures/past/tarot card/astrology/Chinese astrology &c.	Win-Rar
Download Google Earth, GPS	Pencil Sketch of Photos
Bitcoin and bitcoin	Person Background Check
Forex Trading, Online Share Market Trading	British Newspaper Archive

Chapter

WHAT YOU CAN DO ONLINE or by USING ONLINE MACHINERY

This list is about what you can do with
a computer and an Internet connection.
Not necessarily about making money.

Online one might find a lot of things which offer money or get other benefits, if you do this and that. Some of them do really give money. However, it is quite doubtful if everyone can earn huge amounts from all this. However, since the Internet is a machine that can be used as a media, or a work machine, it can be used as such if you do have something with you that can be sold or lent, or if there is some service that you can do. You can even try to attract attention to yourself or to some idea or philosophy, even if the media try to block you.

Here I would give a list of real machines that are already online, which you can make use of if you have the ideas to put into use.

1. Set up an email

Gmail (Google)


Outlook.com (Microsoft)

2. Video Chat, Phone

Google Hangout,

WebChat

2a. You can watch Enjoy unlimited instant streaming of movies and TV shows. Anywhere, anytime. 30 days free.

- 
3. Use Google Map, Google Earth [CLICK HERE](#)
 4. Create Website for others. You actually do not need to have great technical knowledge in this. However, if you do have the technical knowledge it is good. See this site. Even a novice can create great websites in this with site builder they offer. You can create websites for most small business groups, clubs, associations, persons etc.
[TRY THESE LINKS](#)
 5. You can buy things online. Items might be less costly than when bought from the shops. Try Amazon, eBay,...., etc. In India, one very reputed online selling site is FlipCart. I have found their deliveries quite professional and sophisticated. Cost was much lower than from other sources. [TRY THESE LINKS](#)
 6. You can take part in Online Auctions.
[TRY THESE LINKS](#)
 7. You can take a Payment Reseller account and sell Payment Gateways to other companies. Or you can set up free payment Gateways like Paypal,, etc. and integrate them into your clients' website. All this does not require much technical skills.
 8. Your own Shopping Website.

9. Create your own personal or business website. You can buy a domain name and server space and set it up. See if any of these items interests you. If you need an expensive Template, this might be the best site for getting them.

The other option is this one WIX, where you can set up a website even if your technical expertise is low. If you are comfortable with Web designing, you buy the domain and server SPACE do everything yourselves, if you are so inclined.

You can set up websites on these items, and do some original postings on them. You can hire freelance writers to give you inputs. However, you need to check for copyright issues. Some of the writers may simply copy from other site and give them to you. That can be an illegal action.

In these websites you can add products for sales from the various affiliate companies. You may get a revenue from this enterprise. Or you may get noticed. For search engines to take notice of you consistently, you need to go on updating with newer information.

Site description

Templates & other elements

Adult

Agriculture

Animal & Pets

Antique

Art & Photography

Auction Templates

Beauty

Books

Brewery

Business

Cafe and Restaurants

Cars

Charity

Communications

Computers

Dating

You can take Affiliate Marketing Company accounts and give affiliate links to the products offered by them. You will get a commission whenever any sales take place.

Try these links. You can use them in your sites. There are others you can find online by searching for affiliate marketing companies.

Design	Media
Education	Medical
Electronics	Military
Entertainment	Music
Environment	Prayer Group
Exterior design	Night Club
Family	Online Casino
Fashion	Politics
Flowers	Real Estate
Food & Drink	Religious
Games	Science
Gifts	Security
Hobbies & Crafts	Society & Culture
Holiday Templates	Software
Hosting	Sport
Interior & Furniture	Tobacco
Internet	Tool & Equipment
Jewellery	Transportation
Law	Travel
Maintenance Services	Wedding

You can get RSS based news inputs into your WebPages.

Add a Counter button

Add a Current Online visitors Number

Submit your site url to Google

Submit to many search engines

Analyse how much your site is being mentioned in Social sites like Facebook, Twitter etc.

10. Blogs & Forum Pages

You can create blogs or forum pages. The former for you to write your thoughts and others to comment upon. The latter as a common platform for many persons to interact on specific themes you mention.

Google Blog:

Blogger.com

11. Recurring billing or Subscription

If you are an Aps developer or you have a software business you want to lend on a monthly or yearly billing, or you have any business model that require recurring billing, you might need an account with Recurring Billing Enterprise Solution companies. Check [This ONE](#)

Features

Designed for Uptime	Quickbooks
Business Dashboard	Salesforce
Sign Up a Customer	Shopify
Trial Period	Webhooks
Charge Anything, Anytime	Host Your Own Forms
Setup Fees	PCI & Visa Certifications
One-Time Charges	Chargify Countries
Recurring Charges	Consultants
Fixed Price	Documentation & Support
Metered/Usage/License Fees	iPhone App
Cash Flow / Card Updater	Credit Cards
Coupons & Discounts	Refunds
Currencies	Customer Portal / Changes
Statements & Receipts	Cancel a Customer
Invoices	Customer Service Notes
Upgrades & Downgrades	Multiple Businesses
Taxes	Zapier
Analytics	Xero
File Exports & API	Team Member Access Controls
Affiliate Management	Marketing Emails
Premium Form Services	Extra Login Security
	ACH/eCheck

12. Search Engine Optimisation

Many companies would want others to write about them in various websites.

You can contact them, if you are ready to do that. You might need to set up a number of free forum pages, such as activeboard.com, blog.com, blogger.com, tumblr.com, and many others, and also a lot of WebPages, all with some other's contents. Into them, you can add writings about your client's website/business. Do not offer more than you can do. [Search Engine Optimisation](#) can have more complicated features. However, all of them are quite easy to learn.

If you want professional Search Engine Optimisation, there are companies that do that. VISIT these:

Visit here also to know what is what:

13. Paid writing in Wikipedia

If you want to have a Page written about yourselves, your books, your organisation, your films and such things on WIKIPEDIA, I saw an offer on this site:

More discussion on this part was found on this Indian forum about the waywardness of the Indian Wikipedia pages:

Basically the most of the Indian and similar nation Pages on Wikipedia for social, history, cultural and political issues, are just promotion ventures of certain vested interests. The groups, who hold the pages in their stranglehold, simply use the forum to block real information, and to narrow the claims to suit their own insidious aims. However, when taken globally, Wikipedia is definitely of good standards.

There is a discussion going on Wikipedia about this

14. **VISUAL Serial Production**

If you ever yearned to start a TV channel of your own, but couldn't because you no funds to back up your dreams, you might find a way in YouTube. You can set up a Paid Channel in YouTube. Here you can start posting your serials or whatever else. Initially you might need to give for free. Later, you can start charging a small monthly fee once you site has gained popular appeal.

15. **Social Networking sites**

Take accounts in such sites as Google +, [MySpace](#), Facebook, Wyan, Netlog, LindedIn, Twitter etc. Collect as many friends/contacts as possible. So that if you have anything to inform others, you can send your contacts the message.

Create Product/Business Pages in Google +, Facebook etc.

Participate in others discussion, and interact so as to get you noticed by others.

If need be create two different accounts in these sites. One for your personal contacts. The other for a wider group of people.

You can promote your Business pages on Google +, Facebook etc. through paid promotions. In the case of Google+, you can contact Google Adwords.

16. Google Maps use

You can set up your business address in Google Maps. You can do many kinds of business promotions through this also. Post pictures and videos. It can attract the local people of your locality to visit your map site.

16. Earn through Google AdSense

You can take a Google AdSense account for your YouTube videos and for your Website. If approved, Google will post **Click to Pay** ads in your sites and YouTube videos. If anyone clicks you will get a token amount.

17. Connect with freelancers

You can take account with Elance, Freelancer etc. for getting freelance work of various kinds. Read the cautions these sites mention. Go slow, you will get good clients. There are frauds also out there. Be cautious.

18. Bulk SMS sales

You can set up SMS programs. Or you can use such a set up for organisations like schools, colleges, clubs, and religious congregations etc. to send periodic messages to the students/members. Do NOT use SMS for sending bulk commercial ads. It is quite annoying and can really spoil the use SMS serves.

It is quite easy to use this set up to sent group messages using online facilities.

Most nations have certain statutory registries where persons who do not want to get unsolicited voice & message ads in their mobiles. If SMS are sent to them, it can attract a penalty.

19. Email marketing of your business

You can Register with a bulk email marketing site and promote your business. You need to adhere to the Can Spam Act.

20. Email Marketing Company

You can start your own bulk email marketing company. Buy a VPS (Virtual Private Server) or a Dedicated Server for this purpose. You will need to have a very specific Control Panel where your clients can handle their accounts and manage their emails. There are legal issue you need to be aware of. You would need to write a very focused Terms & Conditions.

Read the page on Email Marketing. Also visit this webpage

21. Sell your products from your own website

You can use a Payment Gateway shop to sell your own items. Or you can have a pre-designed Shopping page by associating with some Affiliate Marketing Company. Here you can engage visitors to buy various good arrayed by the Affiliate Marketing Company.

Readymade dresses, Software, Homemade food, Paintings, Artworks, Craft items, Offers of service, Consultancy/Counselling, Astrology etc.

Famous Affiliate
Marketing companies

You can get enough and more affiliate products from this link, for marketing on your website

Other links for affiliate products are

It may not be easy to get others to notice you. So you need to produce Videos and post them on YouTube. From there give a link to your site. Write a lot of about your products on your site. Do the same in other Forum pages and give a link to your site. Start your own blog. Share all these things Social Networking Sites like Google +, Facebook, LinkedIn, Waye, Netlog and many more. Take membership in every place you get admittance to. Do not simply post links to your site. That will be treated as SPAM. Write features and join discussion. Let the connection to your site be *the* minor part. Always remember that others get distressed to see another person's business or ideas getting free publicity. Use a limited amount of email marketing.

You can also sell your items by ebay, Amazon, Junglee, Shopfy etc. or use affiliate marketing strategy. See LinkShare, MyCommerce etc.

You can sell on [Google Shop](#).

Shopify Shop

Viart

You can start your own Affiliate Marketing set up inviting all companies to sell their products/services through your set up. Visit this site. May be you might be able to set up your own Affiliate Marketing Set up.

22. Online Tutoring

You can set up your own Online Tutoring or else join some other online Tutoring sites.

You or your wards/children can make use of these sites

23. Commercial sites

You can set up a Real Estate Website with all features, including that of Broker participation

You can set up a Room Share/ Rental Website with all features.

You can set up a matrimonial website with all features.

You can set up a social networking site like Facebook for all people or for certain specific kind of persons.

You can set up high risk online businesses like Adult sites, Online Gambling/Casino, You will need to use certain Payment Gateways that will deal with such high-risk businesses.

Try this Payment Gateway. If your business is not illegal, they will allow to use their service.

24. Affiliate site of Monster.com

You can set up your own Job sites. Or you can set up an affiliate job site of Monster.com etc.

25. Non-conventional medical systems

You can set up a Homeopathy website.

You can learn Homeopathy

You can download Homeopathy software

You can sell Homeopathy software

Since I have been a person who has consistently used Homoeopathy with fabulous results, I would vouch for the effectiveness of this great system of medicine, which more or less connects to the software/software codes of life.



26. Online Casinos

You can gamble in a Casino site.

You can play games

You can download games

27. Donation collection

If you are a non-governmental Agency doing social work, you can set up a Payment Gateway for collecting donations. **Check these sites**

<http://www.paypal.com/>

<http://www.clickandpledge.com/>

<http://www1.networkforgood.org/>

<https://payments.amazon.com>

<http://www.gifttool.com/>

<http://www.qgiv.com/>

28. You can sell your books online, either as digital version or as printed versions. Digital versions can be sold through various channels like Google Play, Amazon Kindle etc. Print-or-order versions can be sold through Amazon CreativeSpace, PartdgelIndia (inside India) etc.

You can give your books for free through Google Books/Google Play, Archive.org, Gutenberg, [bookboon](#), bitTorrentPublisher etc.

You can set up your book selling on your site. You would need to bring visitors to your site various means, including Google Adword pay-per-click ads. You can also take part in various discussion forums such as for bringing publicity to your book. However, in the ultimate count, you would need some powerful media back up to garner a huge publicity. You need to cultivate the friendship of those who wield power inside the print and visual media. Even a small time employee in the correct position might be able to help you. Sometimes you may need to pay some money to someone inside to prompt them to write about your book. Even a negative and attacking tone would help promote your book. However, for that usually in nations like India, the cost might be comparatively less.

29. Online Encyclopaedias

Britannica.com

Traditionally the best, for standard content.

Oxford Dictionary of National Biography

Naturally one of the best in terms of content quality. A lot of history written with quaint and precise professionalism can be seen here. [A huge content from this available on archive.org also for download]. It is seen mentioned thus on the website: the people who shaped the history of the British Isles and beyond..

Wikipedia.

Since the site is currently being led up a huge lot of administrators with parochial and other sly interests, most information other than on modern science could have a biased and parochial flavour to it. However, a lot of information is available on this platform coming from varied sources. But do not take the highly opinionated article on political and social issues as authoritative. For, many of the articles are biased. Including an article on Homoeopathy which is actually rabid nonsense.

Encyclopedia123

I came across this one quite accidentally. It sort of intrigued me. I do not know anything about it (the inputs seems quite interesting and different), but this is what it says: Encyclopedia 123 is made up of information from the late 1800s, when the British Empire was at its height, before airplane travel, before automobiles were common and before the western world had been battered by two world wars.

Internet Encyclopedia of Philosophy

This site is a repository of scholarly articles mainly by PhDs. You can also submit your scholarly articles, if you have some Doctoral degrees. However, the site very clearly understands that non-PhDs persons with scholarship are darn idiots, it may not be possible for persons with no high-sounding academic qualifications to get their articles accepted. QUOTE from the site: [*The Internet Encyclopedia of Philosophy encourages philosophy professors with Ph.D.s to e-mail the general editors or specific area editors with requests for submissions*]. However, you can take a try.

STANFORD ENCYCLOPEDIA of PHILOSOPHY

Information on Canada

The British Library's complete collection of sacred texts

This is a good repository of antique spiritual resources

GRETEL - Göttingen Register of Electronic Texts in Indian Languages

and related Indological materials from Central and Southeast Asia



Veda

Samhita | Brahmana | Aranyaka | Upanisad

Vedanga: Srautasutra | Sulbasutra | Grhyasutra | Parisista |
Pratisakhya

Epics

Mahabharata | Bhagavadgita | Narayaniya | Harivamsa

Ramayana

Purana

SPORTS


British government Sports site

BBC Sports

ESPN

30. Jurisprudence

If you are a legal professional, you can visit the **Shepard's® Citations Service** for getting a very comprehensive information, on any case. This is what their site says:



Shepard's® is the only place in the legal world where you receive comprehensive editorial analysis conducted by experienced attorneys. Comprehensive analysis provides you history and array of case outcomes that help ensure your authorities are good law—and confidence you are building a stronger case

31. Science & Research Aggregate

Collection of all Science related news from around the world

Information on research - funding, research design, study etc.

Huge content on current day advancements in Physics

Great Britain

The publishing department of the Royal Society.

The Royal Institution of Great Britain



Site promoting scientific research and public understanding of science.

Agriculture

Royal Astronomical Society

Nature. International weekly magazine on natural science

Open Biology

PubMed more than 19 million citations for biomedical literature from MEDLINE, life science journals, and online books from the United States National Library of Medicine

The arXiv is repository of electronic preprints of scientific papers in the fields of mathematics, physics, astronomy, computer science, quantitative biology, statistics, and quantitative finance, which can be accessed online.



Mathematics

Mathematics Encyclopaedia. The Encyclopaedia of Mathematics wiki is an open access resource designed specifically for the mathematics community

Online mathematics reference work

PlanetMath is a virtual community which aims to help make mathematical knowledge more accessible. PlanetMath's content is created collaboratively: the main feature is the mathematics encyclopedia with entries written and reviewed by members.

Technology: A huge number of public domain books connected to various technologies and skill are available on Gutenberg.

Astronomy

European Space Agency Website

NASA The National Aeronautics and Space Administration (NASA) is the agency of the United States government that purports to promote US civilian space program and aeronautics and aerospace research. Many of the items in the site might have been given Public Domain Status. However, check the copyright status of each item before using them elsewhere.

You can get to see videos and image of landings in Mars and of other outer space explorations.

32. Maps & Country informaton

Historical Maps

Country information

CIA Facts Book. You get information on almost all nations on the globe. However, writing quality as well information are low quality. However, a lot of good quality Maps, are available. This book is in the Public Domain.

[A digital book of Maps](#)

National records and information

Great Britain

US

33. GAMES: You can play online games or download them

On Facebook, you can Play games with your friends and at the same time Chat with them. Currently famous games might be: Criminal Case..

In your computer, Click Start - Games. Here you can play Internet Games with others: Checkers, Chess, Spades..... There are other solitaire games, you can play on your own in the computer without Internet connection in the same location.

You can play Games on DisneyGames. Try this one also.

You can buy Games from Amazon

Gaming accessories

High-performance headphones, music and video cables, gaming accessories, power conditioning devices, high-performance speakers, Apple iPhone® docking stations. Anyone who desires high-performance from their TV, Smart Phone, car, computer, gaming console, tablet, home theater, DJ equipment, electric guitar or electronic musical instrument can try this link

Website owners can try this link to sell Games on their own sites. They will get a percentage on the games sold. These games are free for download, with a limited free playtime set.

CHESS

The Free Internet Chess Server is one of the oldest and one of the largest internet chess servers. It is free.

If you are inclined to join a paid membership in an international Chess Site, this is the ideal place. You can play for free for one month. They have a lot of products connected to chess and international chess tournaments.

34. **Disney sites**

Disney.co.uk is a site for youngsters, arcade games, puzzles, character games, girls world, stories, watch video etc.

Clubpenguin

Disney Stores

Disneyland Paris

Walt Disney World Resort Orland, Florida

Disney Store

DisneyStore.com is The Walt Disney Company's premier retailer, providing a distinctive Disney retail experience that encompasses all the best Disney branded apparel, toys and electronics, stationery, and home décor

35. You can create games and sell them.

36. Use **Crowd funding services** for promoting business, social activity &c.

They are Internet platforms which support the collective cooperation, attention and trust by people who network and pool their money and other resources for projects initiated by other people or organizations
[Text extracted from Wikipedia]

37. Buy things online at reduced cost

Amazon

eBay

Flipcart (India)

Junglee.com (India)

Amazon has a City Page for most Cities of US. You get access to exclusive daily deals across a number of categories and can set preferences to see more of the deals you want.

Deal categories include: Adventure & Activities, Arts & Entertainment, Automotive, Beauty, Education & Classes, Food, Health & Medical Services, Home, Pet, Professional & Retail Services, Restaurants, Retail Products, and Toys, Kids & Baby.

38. **Dictionaries** Talking translating dictionaries for Pocket PC that features advanced functionality and up to 1,000,000 entries. These Talking Dictionaries are an instant **bilingual translation** solution for your handheld. It brings together the most complete databases and accuracy with superior processing ability. [QUOTE_From **Product literature**]. **Move your Mouse over the Buttons on the Right. Connect to the Internet & Click on whichever product you are interested in.** If you do not want the webpage to open or the download to take place, Click Cancel. Do not Click on Block. If you do click on Block, go to Page 3 to learn how to unblock the webpage. _____

39. Thesaurus

If you want words which can be substituted for another word, that is synonyms, you need to refer to a Thesaurus. You do have a small version of this in MSWord.

High-quality Arabic, English, Chinese, French, German, Italian, Japanese, Korean, Portuguese, Russian, Spanish translation software.

40. Translations

There are various sites giving translations. If you are in a hurry, try Google Translate.

There are other professional versions also. See THIS ONE.

41. You can read the News

Reuters	The Telegraph
BBC Online	The New York Times
Associated Press	The Arabian Post
Google News	Haaretz
Aljazeera	NPR - National Public Radio
Asia Times Online	PBS News
The Australian	People's Daily - in Chinese, English, French and Spanish
Australian Broadcasting Corporation	PRI - Public Radio International
The Age	Russia Beyond the Headlines
CBS News	Tehran Times
CNN	Xinhua News Agency

42. You can read articles on

Business

Arts

Science

Geography

Astronomy

43. Biographies

Oxford Dictionary of National Biography

Australian Dictionary of Biography

Dictionary of Canadian Biography

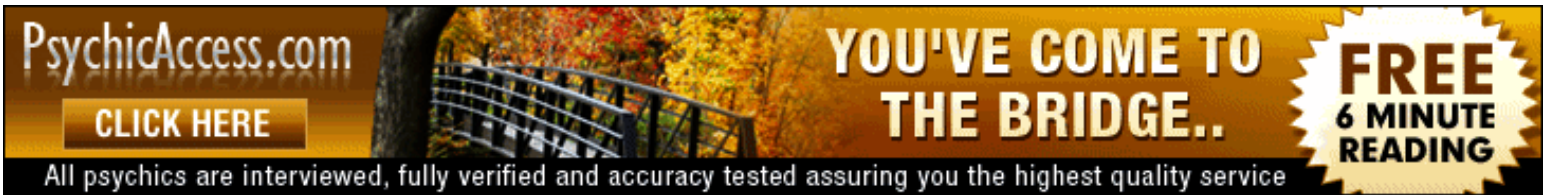
Project Gutenberg's Biographies

44. **Way Back Machine**

If you want to see how a particular website or webpage looked like or what it contents were some months or years back, you can use the **Way Back Machine** on archive.org. You can even maintain a record of any website as it looked for use later on. Even if the website changes it contents, this record will be there for you to use.

45. You can read your futures/past/tarot card/astrology/Chinese astrology etc

- a. Tarot Card
- b. Past Life
- c. Contact a Psychic or a Medium
- d. Learn Witchcraft or get some advice in this regard



PsychicAccess.com
CLICK HERE

YOU'VE COME TO THE BRIDGE..

FREE 6 MINUTE READING

All psychics are interviewed, fully verified and accuracy tested assuring you the highest quality service

46. You can download Google Earth. It is a three dimensional map of the globe. It is a very wonderful thing by which you view the various parts of the Globe in very clear view. It has a huge potential for use, if you are engaged in certain kinds of activities. This program has a pro version also. More details can be seen [HERE](#).

If you have the inclination, try out **GPS for Google Earth**

“GPS for Google Earth” converts the free Google-Earth-Version into to a realtime GPS-navigation for laptop and netbook. The own GPS-position it shown and tracked in real time in “Google Earth”. Also by night, with fog or mist you’ll see your current movement like on a bright day on the screen.

Each tour is automatically recorded. One may play animations of formerly recorded GPS logs. Trial:

Product Information:

46. GPS:

Wikipedia mentions thus: The Global Positioning System (GPS) is a space-based satellite navigation system that provides location and time information in all weather conditions, anywhere on or near the Earth where there is an unobstructed line of sight to four or more GPS satellites. The system provides critical capabilities to military, civil and commercial users around the world. It is maintained by the United States government and is freely accessible to anyone with a GPS receiver.

The design of GPS is based partly on similar ground-based radio-navigation systems, such as LORAN and the Decca Navigator, developed in the early 1940s and used by the British Royal Navy during World War II.

Currently there are a number of civilian uses with this technology that was opened up for worldwide free use by the US government many years ago.

1. If you have some material thing that is of high monetary value, you can attach a minute GPS gadget to it. If it is stolen, its location can be very easily traced. It can include even your vehicles.
2. Persons who are physically weak or handicapped can carry one such gadget in their purse. In case they are overwhelmed with weakness, their location can be found quite easily.
3. You can keep track of your child in a crowded place. There are gadgets that sound an alarm when your child moves away from you a specific distance.
4. By attaching such a gadget to a vehicle, its route can be traced. This idea can be used by crime investigators, who want to find out someone, who they know will be contacted by a vehicle owner. The idea can be used by vehicle fleet owners to keep a track on their vehicles, as to where are and if they are going into undisclosed locations. The other side of this possibility is that anyone can keep a track on any vehicle, object or person by attaching a minute GPS gadget on to it or on the person.
5. In nations, where solitary persons do face insecurity issues, it might be good to have one such gadget on their person. In case, they face any danger, their location can be found out.
6. People who go for adventure sports like mountaineering, hiking etc. could wear one such gadget. If they fall into any danger, their location can be found out.

7. Pets can have one GPS on their collar. In case, they get lost, they can be traced.
8. In the US, I think it is mandatory for all Mobile phone towers to be GPS enabled. That means, any phone call made to 911, can inform the police or other statutory bodies of the location from where the call was made.
9. GPS has varied uses in mining, geological survey, maritime activities and such.

GPS gadgets are available for buying online. **This is what one GPS based firm mentions about their products & services; and benefits**



Private Investigation

Product features	Benefits
Fleet Management	Reduce Overtime
Transportation & logistics	Increase Productivity
Heavy Equipment	Reduce Fuel Expense
Trailer tracking	Eliminate Billing Disputes
Asset management	More Deliveries
Buy Here Pay Here	Reduce Idling
Private Investigation	Increase Safety
Personal Tracking	Better Routing
Micro Tracker	Reduce Unauthorised Usage
Track a Smartphone	More Service Calls
Custom solutions	Reduce Speeding
	Increase Customer Satisfaction
	Reduce Management Costs

CONNECT to the
INTERNET & CLICK
HERE

Visit Amazon Store
for GPS equipments
[CLICK HERE](#)

47. Bitcoin and bitcoin

Bitcoins are digital currency that is slowly growing in clout. I have not used it and I do not know much about it. For more details on this visit this [Wikipedia](#) page on the subject. You also visit [Bitcoin website](#) . As to setting up safety measures, you can read this [link](#) also.

48. Forex Trading

This basically involves the business of currency trading. Every moment the relative exchange value of various nations' currencies goes on changing. The trick is to buy it when there is a dip and sell it the moment it goes up. I understand that there is no need to invest the whole money at the moment, for usually if you are adept player in this game, you will be blocking a certain number of currencies and then disposing them off before it is actually bought by you, before the day is over. Persons, who can sit with the Internet and watch the daily trend, can play it nicely.

There are seasonal, and monthly trends and other things that can be studied. May be certain groups pump in cash to do money laundering (changing of black money to white). This might make it possible for adept players to make money in this game. However, it is always advised not to play this game if you cannot afford to lose money. It is generally for persons who have money and love the game for the thrill it lends. It is not gambling as one would do on a Casino or other lottery sites. This is actually a business venture, in which careful patience is what you built up. You buy and sell, as you would do if you were a real estate trader.

Sudden and catastrophic national and international events can bring sharp swings in the graph. In fact, by just viewing the graph, one might be able to know that something of tremendous significance has happened or is happening. Diligent players know what to do.

It is an methodical art that can be practised and learned.

Visit this site:

49. Online Share Market Trading

This is also similar to Online Currency trading. You can sit in front of your computer, connect to the Internet, and view the spontaneous change of value of company Shares. Buy some when the rates dip, and sell when the rate emerges from the lowering. If you play with patient diligence, it is worth the spending of time. Yet, it is always advised not to play this game if you cannot afford to lose money. It is generally for persons who have money and love the game for the thrill it lends. SEE this site. It is not gambling as one would do on a Casino or other lottery sites. This is actually a business enterprise, in which careful patience is what you build up.

See books on Share
Market Trade here
[CLICK](#)

SEE this book:

[Comprehensive Offshore Guide](#)

[To working, investing, retiring or living in the world's best tax havens](#)

50. Start an Online Tech Support Consultation

You should have thorough work experience and should be able to troubleshoot at any level of technical problems. Even seemingly simple things.

Once there was a call from a known person who went abroad. His Gmail account came asking for his password which had actually been saved in the browser window. Since he was abroad, his phone verification of identity wouldn't work. The issue was actually quite simple. The persons around him had no idea as to how to go about it.

If you are thinking of starting a Technical Remote Help Service Programme, it would be good to get one of these, if your remote help is meant for IT: [TeamViewer](#), [LogMeIn](#), [Bomgar](#) or [Join.me](#)

COMPUTER REPAIR BOOKS

[Dead battery repair](#)

51. You can start a Translation/Transliteration/Transcription business website
It might be good to be aware of certain software like these. Transcription

52. You can join some translation/Transliteration/Transcription companies
if you are seeking a freelance work. Try these companies

53. If you want anything translated/Transliterated/Transcribed, try these
links. Babylon. Try Google Translator and Google Translate Toolkit.
Try the above links also.

54. SEARCH ENGINE OPTIMISATION Company

Start a SEARCH ENGINE OPTIMISATION Company. You will need to know the various techniques involved. However, it is a paying business.

Please note that the 2011, Google Panda update has changed the way Search Engine Optimisation would work. See these books from [Amazon](#) in this regard

55. Search Engine Optimise your website

You might want to Search Engine Optimise your website. There are various companies which would do it. Or else you might want to do it yourself. CHECK these books:

Try this site:

56. Business plan

You may get a business plan or a business planning software. Try MicroSoft Business

57. Online Consultation

If you are a person who can give answers to the various questions asked by others, you can join an answering website.

If you have any questions which might need answers, you can register in these sites and ask your queries. It can be questions connected to legal, technical, Medical, Home improvement, Firearm and such things. Try this [Expert's site](#):

Try this free site: wiki.answers

58. If you are interested in digital magazine subscriptions and issues which can be read on your PC, Mac, iPad, iPhone, Android device, Kindle Fire, Windows 8 device and Blackberry Playbook, try this site.

These magazines have a scintillating variety of items, no doubt.

59. POLICE SCANNERS

I found this very interesting information on this site. This is about scanners that one can listen to many kinds of wireless conversations, including that of Police as well as Fire Department. I don't think that this particular equipment may be legal in Asian nations.

In this site, it was seen that one can get a lot of information about various electronic equipments like radio receivers etc. For those who are inclined, this site might be quite interesting. Absolutely fabulous items are there on sale.

60. Pornography

This is a huge subject. In recent times, it is computers, mobile gadgets and Internet that has made this a most commonplace thing. Even though a few years back, it was illegal for film theatres to display it, currently there is no apparatus to deal with this newly emerging phenomenon.

You can watch pornography. You can join pornographic sites.

You can start your own pornographic site.

If you are into relationships, you can get various DVDs that might ignite sensual pleasure. You can buy them from Amazon.

You can upload images, videos of yourself on to such sites. However, this may be illegal in certain nations. If doing so, take these precautions. Or you can start your own Nude Image site and invite others to post.

You can use Webcams for similar activities. Or you can watch such activities on other sites.

61 You can buy Sex gadgets and applications, & Lingerie online.

GB (UK):

Canada + US

62. You can start a Dating site.

You can join a dating site.

You can start a Live-in together site.

63. You can buy Real Estate Properties from all over the world. Try this website.

If you need coaching in investing and making money in Real Estate business, try this site

64. Travel and Holiday planning.

There are Travel sites where you can book your tickets and plan your itinerary. See these sites:

65. Art objects and fabulous Posters?

There are two sites that had come into my notice for the grand variety of art objects and posters, all in various definitions.

If interested visit these links

66. ISO certification

If you have not thought about an ISO certification for your firm, maybe this might bring this into your mind. [ISO LINKs](#)

67. Registering your Bio-data

If you are seeking a job, it might be wise to register your name and details, along with your Bio-data (CV) in some international job sites.

68. International free legal advice

You would like to get free legal advice from an International background. Try this out. Lawyers are also seen to be invited to join them. I do not know more about this.

69. Swiss Bank Account

Perhaps you would like to Open a Swiss Bank account. You can see the list of Swiss Banks [here](#). And their contact information.

70. Wealth management (International)

71. Manage Money (GB Subjects)

72. Manage money (US Citizens)

Home loans

73. A second Citizenship?

Are you seeking a second citizenship? Relocating to another nation?

74. Aircrafts, helicopters, yachts and vessels

Finding & acquiring

75. ESCROW AND PAYMASTER SERVICES

Escrow generally refers to money held by a third-party on behalf of transacting parties. It is best known in the United States in the context of real estate _Quoted from Wikipedia

76. Victoria's Secrets

77. Internet Radio

News, sports, entertainment, 24/7

Do you want to start your own Internet Radio Station? I think you can have a free trail.

78. Home and office automation, embedded systems, GPS

79. Buy Prscription Drugs online

Impotence	
Contraception	
Weight Loss	
Asthma	
Premature Ejaculation	
STIs	
Stop Smoking	
Hair Loss	
Emergency Contraception	
Period Delay	
Thrush	High blood pressure
High Cholesterol	Travel Health
Influenza	Haemorrhoids
Facial Hair Removal	Diabetes
Cystitis	Acne
	HRT

80. Mystery Shopping

If you want to buy **quality and expensive stuff**, for free, you must join a Mystery Shopping site. I had experience with one site in India. I do not know whether it has an international base. See this site.

Click here to visit a Mystery Shopping site.

It may be mentioned in advance that you would be required to present a Report of your Shopping Experience.

I do not know if this would be of help. It is a book on Mystery Shopping.

To know the technical side of Mystery Shopping, I think these links might give some insights

81. Hotel Bookings

You can book inexpensive hotels all around the globe from Hotel booking sites

If you are a hotel or resort owner, you can add your concern also into the listings.

82. Russian females seeking a secure family life abroad

The truth is that Russia is a nation that moved from problem to problem. IN this sense it is different from the English nations, which are all currently heading for problems, led by irresponsible democracy, which has run amuck. It is quite possible that Russian women do want an escape. If there are responsible persons in charge, the destiny of these females can be secured through a better route.

I did know a person who did marry a Russian female and set up a stable family. I do not know more. A bit of good featuring and careful comments different from the current day style of careless, spiteful and irresponsible ones can help people live life in a better manner.

83. IMDB

This is the most famous and efficient film site in the world. Persons interested in Films and its frill elements would benefit much by visiting this site.

There is an amazon item that mentions free viewing of IMDB movies. Visit here to see that. I do not know more about it.

84. Industrial and lab supplies powered by Amazon.com

500,000 products that fit into the requirement of lab researchers to robot builders to machinists and fabricators to product developers and engineering students.

This include lab and scientific supplies, metalworking tools, measurement and inspection tools, raw materials, fasteners, tubing, power transmission products, janitorial supplies, and occupational health and safety products.

3M, Go-Jo, Hanna Instruments, Kimberly-Clark, Kimble, Mitutoyo, Norton, PanaVise, Parker, Sandvik-Coromant, Starrett, WD-40, Wheaton and hundreds more.

Low pricing on its huge selection of industrial and scientific products, free two-day shipping on orders over \$50

85. You want to go for a tour in the outer space.

86. Visual Math academic edition

Visual Math product family 12 in 1 bundle special. Help college, university teachers, students to teach or study mathematics, including algebra, geometry, calculus, statistics, complex variable function, fractal, curve fitting, probability analysis, optimistics and scientific data visualization.

87. DNA testing/Paternity testing/antiquity testing/ancestry testing

Quote from the site, about one of the products/services:

Appropriate both for an origins analysis and when searching for relatives. Based on your problem, we combine different DNA tests with precisely those analyses that are appropriate for answering your questions.

You receive a written result together with a certificate, which shows your haplogroup, your ancient tribe and your region of origin, amongst other things. Your personal online result can also be used as a basis for contacting your genetic cousins by email and thus broadening your knowledge of your origins.

Before the test begins, we clarify the information the result should deliver in the course of a phone-based consultation or by email. You are welcome to use this as an opportunity to indicate to us the specific questions you have about your origins or what interests you most below in the comment box now.....[VISIT the WEBSITE](#)

88. Edit huge files

File editor capable of editing huge files larger than 400GB (40 billion lines)

An amazing file editor capable of editing huge files larger than 400GB (40 billion lines). PilotEdit provides the ability to edit, download, upload, sort and compare huge files. PilotEdit works on both 32-bit and 64-bit Windows Operating System.

1. Edit huge files larger than 400GB (40 billion lines)
2. Compare and merge two huge files larger than 100GB (10 billion lines).
3. Support UNICODE files and DOS/UNIX files
4. Self-defined file types and key words high-lightening PilotEdit supports more than 20 kinds of file types. Define different TAB and indent for different file types. Support line-continuation characters. Highlight selected word.
5. HEX mode Input, delete, cut, copy and paste in HEX mode. Automatically detect file encoding when you change from HEX mode to text mode.
6. Column mode and Word wrap
7. Endless undo/redo even after you switching between text mode and HEX mode
8. Edit, download and upload huge FTP files
9. Multiple-line find/replace Find/replace multiple-line text. Find/replace multiple-line text through regular expression.
10. Compare two directories.
11. Self-defined string table Add a pre-defined string by just one click.
12. Regular expression Find/replace multiple-line text through regular expression.
13. Script file Define the frequently used regular expressions in script files and proc
14. File group File group enable you to open multiple files by just one click.
15. Find/replace in multiple directories
16. Sort
17. Find/remove duplicate lines
18. Extract Strings Copy the target strings matching the regular expression into clipboard.
19. Text Formatting
20. Edit, download and upload large files through SFTP
21. Open huge files in quick mode
22. Replace millions of strings in a huge file in quick mode.

89. Reddit.com

QUOTE from Wikipedia: The website is known for its open nature and diverse user community that generate its content. Its demographics allows for wide-ranging subject areas, or main subreddits, that receive much attention, as well as the ability for smaller subreddits to serve more niche purposes. For example, the University of Reddit, a subreddit that exists to communally teach, emerged from the ability to enter and leave the online forum, the "classroom," at will, and classes ranging from computer science to music, to fine art theory exist. The unique possibilities that subreddits provide create new opportunities for raising attention and fostering discussion across many areas. In gaining popularity in terms of unique users per day, Reddit has been a platform for many to raise publicity for a number of causes. And with that increased ability to garner attention and a large audience, users can use one of the largest communities on the Internet for new, revolutionary, and influential purposes

90. GTalkabout

I do not understand what this software is about. Just saw it in an Affiliate Marketing site. Maybe those who know these things might understand it.

91. MICROSOFT FLIGHT SIMULATOR

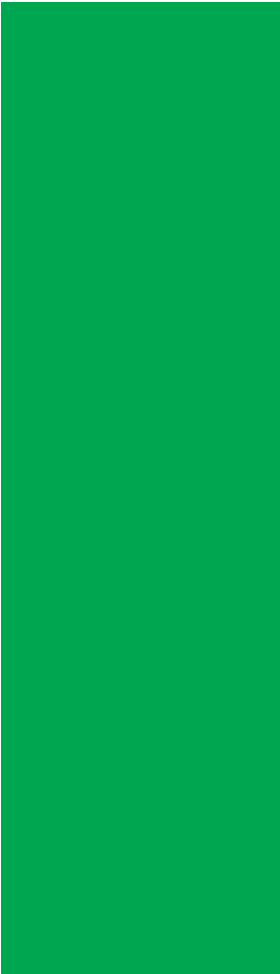
Microsoft Flight Simulator (often abbreviated as MSFS or FS) is a series of flight simulator programs, marketed as video games, for the Microsoft Windows operating system. It is one of the longest-running, best-known and most comprehensive home flight simulator programs on the market. It was an early product in the Microsoft application portfolio and differed significantly from Microsoft's other software, which was largely business-oriented. At 25 years it is the longest-running software product line for Microsoft, predating Windows by three years. Microsoft Flight Simulator may be the longest-running PC game series of all time _ [QUOTE from Wikipedia]

Other Flight Simulator Applications

a. FlightProSim

b. A2A Simulations - Wings of Power 3

92. Fire TV from Amazon



DESCRIPTION taken from Amazon Website: Fire TV is a tiny box that plugs into your HDTV. It's the easiest way to enjoy Netflix, Prime Instant Video, Hulu Plus, WatchESPN, low-cost video rentals, and more. With instant access to over 200,000 TV episodes and movies, plus all your favorite subscriptions and streaming services, you can watch what you want, when you want. If you're a Prime member, you get unlimited access to thousands of popular movies and TV shows, including exclusives like *Downton Abbey*, *The Americans*, *Alpha House*, and *Under the Dome*.

Fire TV has voice search that actually works. The old way of searching with a TV remote—scrolling and clicking one letter at a time on an alphabet grid—is painful. With Fire TV you simply speak the title, actor, or genre into the remote and you're done.

Fire TV may be tiny on the outside, but it has huge hardware specs on the inside. It has a powerful quad-core processor, dedicated GPU, 2 GB of memory, and dual-band, dual-antenna Wi-Fi. With a fast, fluid interface, high definition 1080p video, and Dolby Digital Plus surround sound, Fire TV looks—and sounds—amazing. We also added an exclusive new feature called ASAP that predicts what movies and TV episodes you'll want to watch and gets them ready to stream instantly. No one likes waiting for videos to buffer.

As a bonus, we also added games. With Fire TV you can play blockbuster titles like *Minecraft*, *The Walking Dead*, *Monsters University*, the Amazon exclusive *Sev Zero*, plus great free games. There are over a hundred titles to explore, with thousands more coming soon. These games are a great value—the average price of paid games is only \$1.85.

93. ONLINE SOFTWARE TRAINING

This online software training solution can help businesses, organizations and individuals reduce training costs and increase productivity. Gain access to thousands of how-to videos and hundreds of training courses. There are immense software and application about which you can study. See a small list.

94. [Connectivity](#) [VISIT THIS SITE](#)

In Schools: Tamper-Resistant Wireless Connectivity For E-Learning and CIPA Compliance

Mobile Operators: Solutions that Strengthen Your Offering and Expand Your Opportunities

Public Safety: Ensuring Critical Public Safety Mobile Access

Hospitality: Mobile Video Technology for the Hospitality Industry

Mobile Device Manufacturers: Bring Devices to Market More Efficiently with Streamlined Development Solutions

Graphics & animation software: Award-winning graphics and animation software ... and more

95. [Off-Shore Banking](#) [VISIT THIS SITE](#)

96. Data scrapping from website

There is this product that can scrape data from any website and arrange it into an Excel format. Visit these pages for more

97. HORES RACING

If you are interested in placing Bets in Horse racing, then this site might be where you should visit.

SPORTS BETTING

PICK your TEAM

98. DIAMOND : **QUOTE from an email from Pompeii**

History of Diamonds

The word, diamond, comes from the Greek word, adámas, meaning "unbreakable." This meaning, "unbreakable" led to it being the symbol of unbreakable love.

Diamond Cut

Diamonds come in many shapes with the round brilliant cut being the most popular. The cut of a diamond is related to its sparkle, the better cut the diamond, the more sparkle it will have. Cut is considered to be the most crucial of the 4C's as all the facets have to work in harmony to create the greatest brilliance, or sparkle, which is what makes diamonds so desirable.

Diamond Color

A diamond's color can either detract from or enhance its value; a chemically pure and structurally perfect diamond is transparent with no hue or color. Color in diamonds can be affected by chemical impurities and/or structural defects in the crystal lattice. When a more yellow tint or color is visible in a diamond, the price is discounted while the more white the diamond, the higher the price.

Diamond Clarity

The clarity of a diamond relates to its internal characteristics that affect the overall appearance of the diamond. Inclusions, inside flaws in a diamond, and blemishes, defects on the outside of a diamond, are less desirable. These inclusions do not affect the diamonds' performance or structural integrity but large clouds can affect its ability to transmit and scatter light. Some minor inclusions can be useful, as they can be used to identify each individual diamond, like a fingerprint. Most inclusions are undetected to the naked eye. However, diamonds without inclusions or Flawless graded diamonds are the most desirable and fetch the highest prices.

Diamond Carat

A carat is the unit of measurement used to weigh diamonds, which determines the size of the diamond; the diamonds width increases with the number of carats. One carat is equal to 0.2 grams, or 200 milligrams. The carat weight of a diamond plays a big part in the price.

99. Electro Antiperspirant

An effective solution to the problems caused by excessive sweating of the palms, feet, armpits, and also of the head, back, chest, and other parts of the body

100. Tool for game and software development

This is a tool for game and software development at home

101. Compress file size

A great way to compress files for efficient and secure file transfer, faster e-mail transmission and well organized data storage

102. Convert Photos to Pencil Sketch

Sketch Drawer is a photo correction that can convert your photo to hand drawing pencil sketch. It has ready to use presets that can be used to create different types of sketches and drawings (pencil sketch, pen sketch, color sketch, pastel and much more).

103. People Background Check

Get a background check of people. However, don't stand in judgement without more finer information.

104. British Newspaper Archive

Explore around 200 years of history, through the pages of the newspapers.

105. Competitively priced tickets to all live sporting, concert, and theater events

Quote from the website: Exceptional value is maintained by developing a high-quality experience while offering low prices and no fees. Tickets are obtained directly from the ticket owners, ensuring customers a price that no one on the web can beat.

106. Royalty Free Images, Vectors and Videos

Exceptional value is maintained by developing a high-quality experience while offering low prices and no fees. Tickets are obtained directly from the ticket owners, ensuring customers a price that no one on the web can beat.

107. **Wood working tools**

Literally thousands of them!

Hardware

Drawer Slides
Hinges
Lighting
Storage and Organization
Fasteners
Knobs and Pulls
Project Hardware

Power Tools

Power Saws
Lathes
Sanders
Planers
Routers
Handheld Drills
Power Tool Accessories
CNC Machines

Hand Tools

Hand Saws
Planes, Scrapers and Rasps
Chisels and Draw Knives
Carving
Veneering Tools
Mallets and Hammers
Screwdrivers
Picture Framing Tools

Wood

Domestic Lumber
Exotic Lumber
Plywood
Baltic Birch
Molding
Custom Doors and Drawers
Veneer
Edge Banding

More

Finishing
Dust Collection
Clamps
Woodworking Jigs
Wood Turning
Abrasives
Adhesives
Project Supplies

The Hidden Internet

Tor browser

Thuggees

North Ceylon

Civilised policing versus brutal policing

Onion Sites

Request to Google to hide sites

Wikipedia links to Onion sites

IP Hiding software

Chapter

Hidden Internet [Deep Web]

There is something known as the Hidden Internet. It is hidden because, I think, the major Search Engines like Google, Bing &c. wouldn't catalogue them, or the items inside such websites. These circumvented websites deal with banned drugs sales, particular kinds forbidden pornography and sexual activities, offers for paid violence, secret arms sale etc.

A cursory look by me into some of the sites left me quite unimpressed. It is possible that people can connect for illegal and dangerous purposes using such websites. However, it is also quite possible for efficient policing of such sites. There is also the possibility that some of these sites are just honey-traps, maintained by the GB or US police forces, to trap prospective criminals and to forestall probable criminal activities. In fact, I did see a claim online that the Tor Browser, which is the free browser generally used by persons who want to keep their identity hidden to be actually a creation of or funded by either GB or US policing authorities. Maybe the claim is a baseless one.

With a lot of other means including anonymous emails and IP hiding paid services available, the hidden Website is not an exclusive tool for criminal activities. Beyond that, the Italian Mafia and the Asian Mafia gangs functioned in US, Canada and such place even before the advent of the Internet. In the northern parts of the geographical area known outside that area as the Indian peninsular area, there was the Thuggees that survived till a few centuries back. They also functioned over a huge geographical area without any modern technical gadgetry, including the Internet. Nor did the SriLankan forces have to use this hidden Internet to garner weapons, which were used for wanton killings of civilians in North Ceylon.

If national and social violence have been initiated by online activities, then the most guilty in this regard would be the social networking sites, which have created real social and civic havoc in many nations. With the advent of opportunity for persons who speak feudal languages to write online with relative anonymity, the chance of violent social provocations is quite high in the coming days.

The greatest danger in the coming days can be from the steady dilution of quality and efficiency in GB and US police forces. Added to this would be the issue of calls for non-policing of all things, including the Internet in the name of protecting individual freedom. Curtailing of individual freedom at a higher level in English nations is actually not a great threat to human rights or individual freedom. For, in many other nations, the levels of human rights and individual freedoms are quite at a very low ambit of oscillation. Whistleblowers who literally stand as the agents of transnational interests can lead to powerful decline in civilised policing. Naturally this would in days to come necessitate the installing of brutal policing.

Even though GB and US police agencies have possibly accessed the online activity of most users, the information that they gathered has not been used for intimidating the ordinary people. For most people do indulge in activities, which might border technically on illegal activities.

Now coming back to the Hidden Internet, it is possible that many of the browsers like the Google Chrome &c. might not allow you to access such sites, which are generally called Onion sites.

Any website which has been visited through any links can most possibly be detected by such entities as Google. However, they do categorise certain sites as non-mentionable. So, it is quite possible that most of these 'hidden' sites are not really hidden, but only not displayed by the Search Engines. At the same time, there can be websites which do hide for various reasons. In fact, Google does allow any site to request for avoiding displaying them.

Basically websites are just files inside a server hard-disk. Any file can be kept hidden from general viewers, and made accessible to a few others, who the file owner chooses. Sites can even be made password accessible. Thus, there can be sites which are meant for the eyes of only the members of a particular group. It is just like having file in a computer, which only a few persons are allowed to see.

There are ways to visits known Onion sites. These routes are very much available by any ordinary Google and other searches. For instance, I got all links through Google Search only.

After considering the issue, I have decided not to post the Onion website links here. However, the link to the Wikipedia article is given here. That page is literally like a sieve, in terms of blocking Onion links. If you want to visit any Onion site, and you require anonymity, try [Tor Browser](#) or some other paid [IP hiding software](#).

Parental Control

What Google advices

Right to Home Education

BLOCKING PORNOGRAPHY

Pornography has been there for a long time in History. In recent times, before the advent of video tape and digital recordings, there were Blue films that were exhibited clandestinely in most nations, and openly in some nations. In the former, they were illegal items. In fact, it was illegal to watch blue films in one's own privacy for a long time in many nations. Those limitations all changed. However, now what one faces is a torrential flow of pornographic literature, images as well as videos. Apart from so many other frill items. In earlier days, children and women, in some nations in such places as Asia, did find it difficult to access these things to a limited extend. However, now the divide has been erased.

There is a Parental Control Settings in Control Panel in Windows 7. However, this has only limited control over the Websites that a person can open and view.

With everyone, including children, having digital gadgets in their possession, it is quite difficult to stop anyone from reading or viewing pornography. Still there are methods out there to limit the access. They are known as **Parental Control**. Browsers do have settings in them to allow some control. I will show what can be done on Google Chrome. Similar things are there in most other browsers.

1. Go to Control Panel – Internet Settings – Contents – Enable Content Advisor – Set levels for each item. When you Click OK, you will be asked to create a Password for changing this setting.
2. In Google Search Enable SAFE SEARCH and then LOCK it.
3. Use some Parental Control software.
4. Monitor activities on Facebook.

FOR MORE ABOUT ACCESSING PORNOGRAPHY [SEXUAL CONTENT], CLICK [HERE](#)

Trial version of a Parental Control software can be download from this link. Price does seem competitive.

A higher priced, more famous Parental Control as well as Web monitoring software can be found here.

1. Using a Parental Control on the computer may continuously pop up the indication that the child's rights are being controlled. Sometimes, when the young individual is trying to open a harmless site, he or she will get a message to get his or her parents permission. The best idea is improve family intimacy. However, modern mass education can erase most family induced values. For children do grow along with other children whose cultural affiliation as well as personal links are not accurately or exactly known. . Nothing much can be done, unless there is some sort of a huge social reengineering.
2. Read what Google advices:
3. Too much monitoring can be counterproductive. It can interfere with the innate trust between parents and children. A feeling of dominating another individual can become inserted.
4. Spend more time with children. Guide them to better quality activities. Insist on parental rights to decide with whom their children should study and grow up with, when interacting with policymakers.
5. In social areas where formal schooling can decidedly bring in quality depreciation, think seriously about other avenues like Home Education. As it is, formal compulsory education for around 20 years is totally useless for around 90 % of the population, and for almost the same percentage of human vocations.